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UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. II, No. 12.

January 12, 1920.

1. FRUIT AND VEGETABLE DIVISION CREATED

In order to handle more efficiently the work having to do with fruits and vegetables, the following five projects have been combined to form the Fruit and Vegetable Division with Mr. Wells A. Sherman designated as Specialist in Charge.

1. Market News Service on Fruits and Vegetables.
2. Market Inspection of Perishable Foods.
3. Enforcement of the Standard Container Act.
4. Grades and Standards.
5. Market Surveys, Methods and Costs.

Mr. W. L. Evans has been designated as Head Clerk of this Division.

2. APPOINTMENTS APPROVED IN ADVANCE BY SECRETARY

Regulation No. 1 of the Administrative Regulations of the U. S. Department of Agriculture provides that "no appointment, promotion, demotion, or transfer of any person employed in the District of Columbia shall be made effective, nor shall any person appointed for service in the District of Columbia be allowed to enter upon performance of his duties, until the recommendation for such action shall have been approved by the Secretary.

On account of certain misunderstandings and by taking too much for granted, this rule has been broken in one or two recent cases in this Bureau. The greatest care should be exercised not to permit anyone to report for duty in Washington until it is known, positively and definitely, that the appointment has been approved by the Secretary of Agriculture. No exceptions to this rule are permitted under any circumstances whatever.

3. VOUCHERS FOR SMALL SUMS

Attention is called to Item 11 in Information Circular No. 5, issued October 22, 1918, under the subject given above. Several Form 5 vouchers for amounts of less than \$1.00 have been passing through recently, notably one for only seven cents. Another handled at the same time was for fifty cents. It is not desired to impose any hardships upon our field representatives through requiring them to expend their own funds and have to wait for some time for reimbursement, but it is felt that no hardship would be involved in settling each month a few items amounting to only a few cents each. The expense of preparation, certification, transmittal, auditing, recording, administrative examination and approval in division and bureau offices, scheduling to Disbursing Office, drawing check and mailing to payee is considerable. Such expenditures for accounts amounting to less than a dollar are inexcusable except when a very large number of such items accumulates in one month and the employee can not afford to advance the required amount from his personal funds.

4. MIMEOGRAPH STENCIL CUTTING

From a number of the branch offices of the Bureau which issue mimeograph reports come complaints in regard to the injurious effects upon the typewriter of the dermax or whatever liquid is used in moistening the stencil. Also, lack of adequate instruction to stencil cutters and consequently inferior stencils do much to reduce the quality and injure the appearance of some of our market reports. The head stencil cutter in the Addressing and Duplicating Section of the Bureau in Washington, who is continuously engaged in cutting stencils, not only cuts excellent stencils but also keeps her typewriter practically as clean as any used for ribbon work only. It is thought that her methods might be studied by other stencil cutters with some advantage in certain cases. The Bureau administration desires to encourage in every way possible the improvement of the quality and appearance of our mimeographed reports.

The methods used by the head stencil cutter in the Addressing and Duplicating Section are described as follows:

"With the 'Dermatype Handy Roller', roll the blue stencil paper from the backing, apply dermax freely to the backing with a brush, then reroll stencil paper smoothly, being careful to leave no wrinkles. Moisten stencil after rerolling onto backing, then blot well before placing it in typewriter so there will be no oozing of dermax into machine. Should the stencil

become dry before completion, remove from machine, apply dermax to the unwritten end of stencil, blot and replace in machine.

When a mistake is made, gently rub error with some hard object, preferably the bone handle of a steel eraser, then give a thin coat of mimeograph varnish, press gently with moistened finger tip, and write in correct letter or word with a light even touch of the keys. If varnish gets thick, it should be thinned with alcohol.

The typewriter must be kept clean if good results are to be obtained. The type, also the platen and feed rolls, should be cleaned daily with alcohol. The type should be sharp and stencils should be cut with a firm, but quick, even touch of the keys."

5. THE WORK OF THE ADDRESSING AND DUPLICATING SECTION

With a view to enabling the various divisions of the Bureau to utilize the services of the Addressing and Duplicating Section to the best advantage and to avoid unnecessary delays in the completion of the work, certain facts, which should be borne in mind in placing orders for addressing or duplicating work, are hereby called to attention.

In the first place, the blue card order should be filled out properly. The name of the section, project, or division and the account number always should be given. When a mimeograph job is returned, the stencil number should be copied for future reference from the blue card to the white copy of the division. The kind of work desired should be checked; and, if the order is for multigraph work, it should be indicated whether a record or copy ribbon is to be used; if for mimeograph work, whether or not the stencil is to be retained.

All orders should be sent first to the office of the Administrative Assistant in Charge of Operations for approval before transmittal to the Addressing and Duplicating Section. Failure to do this delays orders.

All orders, except in unforeseen emergencies, should be prepared and forwarded to the Addressing and Duplicating Section several days before delivery is desired. The practice of marking orders "rush" or "immediate" or of putting the date when the work is desired as not later than a day or two subsequent to the date of the order is almost universal throughout the Bureau. The Assistant in Charge

of the Addressing and Duplicating Section reports that there is only one section or project in the Bureau that ordinarily requests the completion of work "in due course", "in regular order", or the like. Of course, when immediate delivery is requested on all orders, no distinction can be made and the work which is really urgent can receive no preferential attention. Any order which calls for delivery within less than a week should be explained and the reasons why it was impracticable to anticipate the need made clear.

The Addressing and Duplicating Section has a number of periodical reports which must be issued regularly and which have the right of way over anything else. Since miscellaneous jobs must be handled in the intervals permitted by these regular reports, the schedule of these reports is given herewith. The unit of time consumed is operator hours.

<u>DATE ISSUED</u>	<u>DAILY AND WEEKLY REPORTS</u>	<u>TIME CONSUMED</u>
Daily	: Daily Summary - - - - -	2:00 hours
Wednesday	: Weekly Review - - - - -	1:00 "
Wednesday	: Carlot Summary - - - - -	4:00 "
Saturday	: Peanut Report - - - - -	3:00 "
<u>DATE ISSUED</u>	<u>MONTHLY AND SEMI-MONTHLY REPORTS, ETC.*</u>	<u>TIME CONSUMED</u>
21st	: Fluid Milk Report - - - - -	25:30 hours
1st & 15th	: Honey Report - - - - -	4:00 "
4th & 20th	: Inquiries (Fish and Apples) - - - - -	7:00 "
4th & 20th	: Inquiries (General) - - - - -	6:00 "
6th & 29th	: Follow-up letter for Wool Stock Reports	1:00 "
12th & 24th	: Hide and Skin Report and Follow-up Letter	9:30 "

* These dates sometimes vary by a margin of one or two days.

Hand addressing of envelopes is no proper part of the work of the Addressing and Duplicating Section. In the event that any of the employees of this section have any amount of time during which they are not engaged upon their regular duties, they might be detailed to do hand addressing, but not otherwise. Divisions wishing hand addressing done usually must depend upon their own resources.

George Livingston

Acting Chief of Bureau.

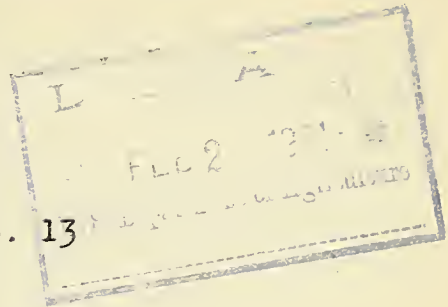
UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. II, No. 13

January 17, 1920.



1. ASSISTANCE IN BRANCH OFFICE OPERATION

Branch Offices to be visited

A period has been reached in the development of the Bureau of Markets where the operating details have been reduced more nearly to a fixed routine than ever before. This permits a greater amount of attention to be given to branch office operation. Hereafter, to an extent varying with the needs of the branch offices and the demands of other phases of the administrative work of the Bureau, direct assistance will be given to the various branch offices of the Bureau by personal visits from a representative of the Branch of Operation. During the calendar year, 1920, it is believed that most of such visits will be made by the Administrative Assistant in Charge of Operation.

Problems to be discussed

Upon these visits it is expected that the project or division representative in charge of the branch office, or the chairman of the operating committee in joint offices, and the head clerk of the office will discuss with the representative of the Branch of Operation any and all operating problems concerning which information is desired or upon which assistance is needed. It is requested that this be done freely and fully in order that the most satisfactory results may be secured.

Cooperation by branch office force

The work to be done on these visits will be of such a nature that during most of the time it will require the attention and assistance of someone familiar with the details and routine of the business management of the office. It is requested that, so far as possible without interfering seriously with the transaction of current business, such assistance be given throughout the period covered by the visit.

Access to records

The representative of the Branch of Operation should be given free access to all of the records and files of the office, and any information which he requires in regard to operating methods or details

should be made available if possible.

Talking things
over

The visitor will be glad to discuss operating problems, answer inquiries or consider suggestions relating thereto, and to talk over with any member of the force, and particularly with clerical and subclerical employees, any personal matters which may be submitted, to give information as to opportunities for advancement, etc.

The regular
routine

The regular routine on these visits will include as many of the following points as may be required by the nature of the work of the office:

Inventories
checked

In each office the first thing to be done by the visitor will be to check the inventoriable property on hand with an inventory secured from the records of the Washington office.

Vouchers and
accounts

The method of keeping accounts will be examined, including authorization accounts in all branch offices and joint accounts in offices containing representatives of two or more divisions which are operated upon a joint basis. This does not mean that the accounts will be audited, but merely that the methods of handling them will be inspected with a view to determining whether any improvements can be suggested. Methods of handling vouchers in this connection also will be taken up and the necessity for a prompt submittal of accounts and the proper preparation of vouchers and payrolls emphasized.

Joint Operation

In joint offices a survey will be made to determine whether all operating details which naturally are of a joint nature are handled upon a joint basis.

Files

The files and filing methods will be examined, and, where it seems to be desirable, improvements suggested. The adoption of such suggestions will be optional on the part of the branch office, since it is realized that most branch office files are so small in the volume of correspondence handled that almost any reasonable scheme of filing will operate with a fair degree of satisfaction.

Mimeographing

In offices operating a market reporting service the methods used in preparing stencils and in issuing reports from the machine room will be studied with a view to improving, where possible, the quality of the output. In this connection suggestions of methods that have been successful would be appreciated.

Such suggestions could then be offered to other offices.

Space

The requirements and available facilities in the way of office and storage space will be given attention with a view to the possibility of making desirable changes.

Telephone Service

Factors affecting the nature, volume and cost of the telephone service and the requirements therefor will be studied, together with the methods used for handling incoming and outgoing calls.

Miscellaneous

Adjustment of such matters as towel service, the use and maintenance of passenger-carrying automobiles and automobile trucks, and the relationship between telegraph operators and local administrative officers might receive attention. The methods used for circulating and filing Bureau and Branch Office Memoranda and Information Circulars will be noted, and where necessary, changes suggested to insure that all the employes of the office have an opportunity to familiarize themselves with the changes in Bureau regulations and operating procedure.

Regulations

The practice of the office in following administrative and other regulations will be observed.

Personnel

Any matters relating to personnel, especially those pertaining to clerical and subclerical employes, and the methods used in keeping personnel records, should be discussed fully. The files of Information Circulars, Bureau and Branch Office Memoranda will be examined to ascertain whether any relevant to branch office work are missing.

It is hoped that these direct, personal contacts will result in establishing a better mutual understanding between the branch office forces and the administrative offices in Washington, and in some cases in improving the efficiency and simplifying the practice of the operating routine, to the relief and advantage of those responsible for representing the Bureau in its activities throughout the country.

2. CHANGES IN BRANCH OF OPERATION

Mr. J. A. Rice, Executive Clerk in the Branch of Operation, resigned, effective December 31, 1919, to become an active partner in a commercial printing establishment. Mr. L. C. O'Brien, who has been

assisting in the supervision of the operating routine and business details relating to the work of branch offices, will succeed Mr. Rice, also retaining supervisory responsibilities in matters relating to branch office operation. He will be the principal assistant to the Administrative Assistant in Charge of Operation and will act In Charge of Operation in the absence of the Administrative Assistant.

Effective February 2, 1920, the Branch of Operation will be re-organized upon the standard divisional basis of the Bureau. A head clerk will be designated, who will have charge of divisional stock requests, subrequests for requisitions, inventory records, personnel work, and records, accounts, authorizations and other lines usually handled by head clerks of divisions.

3. THE PAST SIX MONTHS IN THE BUREAU OF MARKETS

During the fiscal year 1919 the work of the Bureau of Markets was financed principally from two sources. One was the regular annual appropriation Act for the Department of Agriculture and the other was the special Bill passed by Congress for the stimulation of agriculture during the period of the war. The regular annual appropriation Act made available the sum of \$2,023,255.00. The stimulating Bill provided \$1,955,608.00. The total available from these two sources was \$3,978,863.00.

The Food Production Act was not renewed at the close of the past fiscal year. The regular annual appropriation Act provided for this Bureau the sum of \$2,811,365.00, an amount less than the total available for the preceding year by \$1,167,498.00.

The figures as given above do not take into consideration funds, available until expended, appropriated with the original cotton futures Act, grain standards Act, and warehouse Act. Other minor amounts also were available at times from miscellaneous sources.

This serious reduction in the total amount of funds available for operating expenses made necessary a corresponding reduction in the range and volume of the activities of the Bureau. Some of these reductions are presented in the following columns. The first column gives the figures indicating the magnitude, scope or volume of the part or activity of the Bureau itemized, at or about the end of the fiscal year, 1919. The second column gives similar figures for the corresponding items at or about January 1, 1920, in the middle of the fiscal year, 1920.

	June 1919	Dec. 1919	
Project branches outside of Washington	: 187:	134	:
Branch offices:	: 103:	87	:
Cities containing branch offices	: 56:	48	:
Employees in Washington	: 908:	690	:
Employees in the field	: 773:	660	:
Scientific employees, entire Bureau	: 670:	600	:
Clerical & Subclerical employees, entire Bureau	: 1011:	750	:
Total employees, entire Bureau	: 1681:	1350	:
Miles of leased telegraph wire	: 12084:	5567	:
Leased wire stations	: 48:	29	:
Outgoing letters per month, Washington office	: 10481:	9308	:

In addition to the reduction in force made necessary by the termination of some of the special war activities of the Bureau, the period since the signing of the Armistice has been marked by a relatively large number of resignations by members of the scientific staff. Practically all of these resignations were submitted for the purpose of entering more lucrative commercial fields. During this period, in addition to the Chief of Bureau, seven division heads have resigned. Classification of the resignations of other employees upon a basis of salary shows the resignation of four who were receiving \$3000 per annum or more, of thirty-six whose salaries ranged from \$2000 to \$3000 per annum, of twenty-seven who received from \$1600 to \$2000 and of twenty-five scientific employees who were paid \$1560 per annum or less. The same explanation covers the resignation of four clerical employees receiving salaries ranging from \$1600 to \$2000 per annum, of fifty receiving not less than \$1200 or more than \$1400, and of one hundred three clerical and subclerical employees receiving annual salaries of \$1100 or less.

In this connection it may be remarked that the Bureau is larger in every way and is handling a greater volume of work now than at any time before the war. The reductions outlined above have involved only the discontinuation of war work.

4. CARBON COPIES OF LETTERS PREPARED IN BRANCH OFFICES

Attention is directed to Field Station Memorandum No. 3 relative to branch office correspondence in which it is stated that:

"Two carbon copies of all mail sent out should be prepared, one to be filed in the field office and one to be mailed to the Washington office, except letters addressed to the Washington office of which only single carbons need be made for the field station file."

Reports received from the Reviewing Section indicate that branch offices are not forwarding to Washington copies of all letters sent out.

Arrangements should be made in all branch offices to see that carbon copies of all outgoing mail are sent at the end of each week to the Washington office of the project interested. It is not necessary to send in carbons of letters addressed to persons in the Washington office. When these carbons are received by the head clerks of the projects in Washington they may be referred to interested project representatives and others, but they should not be filed until they have been examined and checked by the Reviewing Section.

George Livingston

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.

INFORMATION CIRCULAR VOL. II, No. 14.

February 9, 1920.

1. BOSTON BRANCH OFFICE ADDRESSES

The Post Office at Boston, in order to facilitate the delivery of mail, has divided the city into districts, each district having a number. The number for the district in which the Boston branch offices of the Bureau are located is "9," and the number should be written after "Boston," as follows:

U. S. Bureau of Markets,
402 Atlantic Avenue,
Boston 9, Mass.

U. S. Bureau of Markets,
1140 Oliver Building,
Boston 9, Mass.

In order to comply with the request of the Post Office authorities, and to insure prompt delivery of mail, it is requested that in the future all mail for the Boston branch offices be addressed in accordance with this plan.

2. TRACING LOST SHIPMENTS

It frequently happens that messages are received from points in the field, to which freight or express shipments have been made, stating that the consignment has not been received and that a tracer has been started from the receiving end and requesting that a tracer also be sent out from the shipping point. Attention is called to the fact that it is a waste of time and effort and involves fruitless trouble for employes of transportation companies to attempt to trace lost shipments from the receiving end. The logical place from which to begin to trace such a shipment is from the shipping point and this is the only method by which any effective results can be secured. Hereafter no attempt should be made to trace lost shipments from the receiving end, but the consignor should be notified to trace from the point of shipment.

3. TELEPHONE SERVICE RATES

In answer to a complaint about the high rate being charged for telephone service the grain supervisor at Nashville was advised by a

representative of the local telephone company that since the Government released control of the telephones it had been the policy of the company to give government offices the benefit of former rates but that it did so only when the government office requested it. Upon request the charge in question was reduced from \$9.00 to \$8.00 per month.

Similar telephone service in the different branch offices of the Bureau varies from \$7.00 to \$10.50 per month. It is possible that some of the other offices are not obtaining the benefit of the rates to which they may be entitled. Branch office head clerks, or the representative in charge if there be no head clerk, immediately should ascertain from the local telephone company whether the office is receiving the benefit of any reduction to which government offices may be entitled.

4. SAFEGUARDING MAILING LISTS AND RECORDS

Upon separation from the service of an employe who has had in his care mailing lists and other confidential material or records of the Bureau, division heads should secure assurance that the employe does not take with him or hold in his possession any such material for future use by him or by commercial concerns or private organizations.

5. CARBON COPIES OF FORM BM-40

In connection with the use of Form BM-40 covering direct purchases made in the field it no longer will be necessary to send carbon copies of this form to the Section of Supplies and Accounts. However, branch offices should continue to send these carbon copies to Washington, addressing them to the head clerk of the project interested for his information in keeping inventory records and checking branch office vouchers.

6. NEW FORMS USED IN CONNECTION WITH ISSUANCE OF TRANSPORTATION REQUESTS.

Secretary's Memorandum No. 296 amending paragraph 89 of the Fiscal Regulations provides that the Office of Inspection of the Department shall require a receipt for transportation requests ordered by the bureaus and that administrative offices of the bureaus shall require a like receipt from the persons to whom the requests are issued. Forms BM 84-A, 84-B, and 84-C have been prepared to cover the requirements of this memorandum. Form BM 84-A will be used by the project to order the requests from the Section of Supplies and Accounts. When

the transportation requests are sent by the Section of Supplies and Accounts to the project, the project head clerk will fill out Form BM 84-B and return it to the Section of Supplies and Accounts. Form BM 84-C is the receipt which will be given to the project head clerk by the person who will use the transportation requests. It will be filed in the office of the project.

7. TRANSFER OF EMPLOYEES WITHIN THE BUREAU

Item 3 of Information Circular No. 19 issued April 14, 1919, is hereby amended by the addition of the following paragraph:

In the case of transfers from the apportioned to the field service, or vice versa, or within the field service from one Bureau unit to another where expenses will be incurred by reason of the employee reporting at the new assignment, a statement should be included in the recommendation as to whether or not the expenses incident to the transfer will be paid by the employee or the Bureau. Where the Bureau bears the expense of such transfer detailed information should be given as to the reason therefor. All changes of headquarters whether within the division or to another branch of the Bureau service should be reported to the Personnel Section in order that the Bureau records may be kept current.

8. PLACE OF DELIVERY ON SUBREQUISITIONS

Hereafter all stock requests and subrequisitions for purchase orders will show the name, room number and building of the person to whom delivery should be made. This applies both to Washington and the field. The Bureau Property Clerk will return at once to the requisitioner any subrequest that does not contain these delivery instructions. The information outlined above also will be incorporated in the purchase orders.

9. LETTERS TRANSMITTING SPECIFICATIONS, BIDS AND PURCHASE ORDERS

In connection with the preparation of letters to the Board of Awards transmitting specifications or bids and exigency statements to accompany purchase orders submitted for approval by the Secretary, it is believed that additional facts should be given for the information of the Secretary and the Board of Awards in passing upon such matters. At the present time the various divisions simply transmit the specifications or bids to the Property Clerk without comment and the Property Clerk prepares for the signature of the Acting Chief of Bureau a statement somewhat like this:

"Herewith are transmitted bids (or specifications) covering 200 cabinets for use by the Federal Grain Supervision project of this Bureau."

When the proposals reach the Secretary's Office, even though they are recommended for approval by the Board of Awards, a number of questions may be raised. It is directed, therefore, that hereafter divisions forwarding to the Property Clerk specifications, bids, or subrequests requiring exigency statements, should furnish in each case a statement comprising an original and three signed carbons. In exigency statements, in addition to data required by paragraph 41 of the Fiscal Regulations, and in each letter transmitting specifications or bids, the following should be shown:

- (1) Estimate of cost of the articles (in the case of specifications.)
- (2) Purpose for which the supplies are to be used.
- (3) Need for the contemplated purchase.
- (4) Where and by what Division will the articles be used?
- (5) Approximate length of time the supplies will last.

The Property Clerk will see that the information indicated above is transmitted to the Office of the Secretary.

10. ELIMINATION OF 5,000 POUND MAXIMUM WEIGHT LIMIT ON SHIPMENT OF HOUSEHOLD FURNITURE

Attention is called to the following extracts from Secretary's Memorandum No. 297 amending sections (p) and (r) of the Fiscal Regulations.

"(p) An employe transferred from one official station to another for permanent duty when allowed traveling expenses may, within the discretion and under written instructions of the chief of the bureau in which he serves, be allowed packing, crating, freight, and drayage charges for the transfer of his effects and personal property used in official work: Provided, That all such shipments are made in accordance with the provisions of Section (r) of this paragraph."

"(r) Under the provisions of sections (p) and (q) of this paragraph shipments, if by common carrier, must be made on departmental bills of lading, released to the lowest valuation applicable to household goods shipments. The employee to whom such departmental bill of lading is issued is not authorized to make any change therein, by writing across the face thereof or otherwise, which will raise the classification of, or increase the freight charges on, the shipment. Each account must refer to the authority for the shipment and be accompanied by the certificate of the officer best qualified to make it, that the property so shipped consists of the effects and personal property used in official work of the employee transferred and is exclusively his property, and that the transportation was furnished on the occasion of his permanent transfer to a new official station. Carload shipments must be made when the cost at the carload rate is lower than the cost at the less-than-carload rate."

The effect of these amendments is the elimination of the 5,000 pound maximum weight limit on the transportation of employee's household furniture. Hereafter the Bureau may allow full charges for packing, crating, freight, and drayage charges in connection with the transportation of household furniture when an employee is transferred from one official station to another for permanent duty and allowed traveling expenses.

11. RETURN OF ENVELOPES USED FOR MAILING THE MARKET REPORTER TO BRANCH OFFICES AND FIELD EMPLOYEES OF THE BUREAU

In order that a check may be made upon the mailing of the Market Reporter it is desired that until further notice envelopes in which copies of this publication are received by branch offices or field employees of the Bureau be marked to show the date and hour received, and returned to Mr. W. A. Wheeler, U. S. Bureau of Markets, Department of Agriculture, Washington, D. C.

12. INSPECTION OF OFFICE METHODS IN BRANCH OFFICES BY ADMINISTRATIVE ASSISTANT IN CHARGE OF OPERATION

Mr. R. V. Bailey, Administrative Assistant in Charge of Operation, left Washington Sunday, February 1, to visit the branch offices of the Bureau in the south and southwest. He will visit the following cities on or about the dates indicated:

Atlanta	February 2	Wichita	March 14
Nashville	" 10	Kansas City	" 18
Memphis	" 12	St. Louis	" 30
New Orleans	" 15	Louisville	April 9
Galveston	" 25	Cincinnati	" 12
Houston	" 27	Columbus	" 18
Dallas	" 29	Pittsburgh	" 22
Ft. Worth	March 3	Baltimore	" 26
Oklahoma City	" 10		

The purposes of the trip are outlined in considerable detail in Item 1 of Information Circular No. 13 of Vol. 11.

It is expected that Mr. Bailey will return to Washington on or about May 1. During his absence, Mr. L. C. O'Brien, Executive Clerk, will be **ACTING IN CHARGE OF OPERATION**.

13. PERSONNEL NOTES

Walter H. Beckham, Investigator in Marketing Fruits and Vegetables, tendered his resignation effective December 27, 1919, to become General Counsel of the Georgia, Southwestern and Gulf Railroad. Since July 1918 Mr. Beckham has been in charge of the Food Products Inspection work at Atlanta, Georgia.

S. Spaulding Lawrence, Assistant in Marketing Seed, tendered his resignation effective December 31, 1919, to engage in the commercial production of vegetable and flower seed. Since June 1918 Mr. Lawrence has had charge of the San Francisco office of the Seed Reporting Service.

Frank H. Lister, Investigator in Marketing Fruits and Vegetables, resigned effective December 31, 1919, to engage in business for himself. Mr. Lister had responsible supervision of the Food Products Inspection Service at New Orleans.

Charles C. Ruth, Assistant in Grain Standardization, tendered his resignation effective December 31, 1919, to accept a place as Assistant Professor of Farm Crops at the Oregon Agricultural College. Since January 1917 Mr. Ruth has been in charge of the grain standardization work in the Pacific Northwest with headquarters at Portland, Oregon.

Wilber M. Winter, Specialist in Transportation, resigned effective October 7, 1919. Mr. Winter has been on furlough since July 1919 and did not feel that his condition would warrant his return to our work. At the time of his furlough Mr. Winter was employed in the

Washington office of the Transportation Division, assisting in the administration of that Division.

14. DESIGNATION OF HEAD CLERK, BRANCH OF OPERATION

Miss E. V. Lang, formerly head clerk of the three projects Grades and Standards, Inspection of Perishable Foods, and Enforcement of the Standard Container Act, has been transferred from the Fruit and Vegetable Division to the Branch of Operation as head clerk.

15. EPIDEMIC HANDICAP TO BUREAU WORK

The present epidemic of sickness in Washington has been a severe handicap to the work of the Bureau. During the past two weeks the absentees, because of illness, have averaged 75 daily. This number has included four project leaders and three section heads. However, all of the cases except one thus far reported appear to be mild ones.

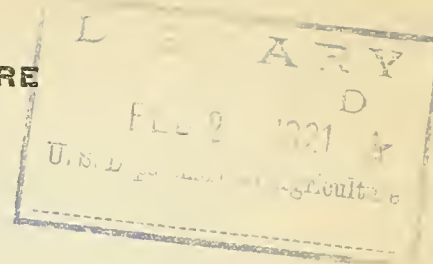
16. APPOINTMENT OF CHIEF FOR THE BUREAU OF MARKETS

Mr. Livingston, who has been Acting Chief of the Bureau of Markets since Mr. Brand's resignation upon June 30, 1919, has been appointed Chief of the Bureau of Markets effective January 27, 1920.

George Livingston

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, No. 15.

February 27, 1920.

1. NEW SECRETARY OF AGRICULTURE

Mr. E. T. Meredith of Des Moines, Iowa, was appointed Secretary of Agriculture, February 2, 1919 to fill the vacancy caused by Mr. D. F. Houston's nomination as Secretary of the Treasury.

2. DEATH OF PROF. C. W. THOMPSON

Prof. C. W. Thompson died of pneumonia February 2, 1920, after a brief illness. He was born November 21, 1879 at Evansville, Minnesota; received the degree of B. A. from the University of South Dakota in 1903 and the degree of M. A. from Harvard in 1904, and served as professor of Economics and Sociology in the Universities of South Dakota and Minnesota from 1905 to 1913.

During 1913 and the early part of 1914, Professor Thompson served as collaborator in our service and on August 1, 1914 was appointed Specialist in Rural Organization work. Throughout his connection with this Bureau he was associated with our cooperative purchasing, marketing and rural organization activities, and at the time of his death was in charge of the Division of Cooperative Marketing, which included the projects Cooperative Purchasing and Marketing, State Cooperation in Marketing and Market Business Practice. The success which attended our efforts along these lines may be attributed in a large measure to Professor Thompson's personal ability and untiring industry, and it is felt that his death is a distinct loss not only to our organization, but to the interests of the nation as a whole.

3. TELEPHONE BILLS

Item 12 of Information Circular Vol. II, No. 3, issued August 15, 1919, states that telephone bills incurred under formal contracts signed by the Secretary or Acting Secretary should be charged against the contract itself. The Section of Supplies and Accounts, however, has found it impracticable to charge these bills against the contract,

for the reason that the bills vary from month to month and a definite liability cannot be set up in advance. In the Washington accounts, therefore, all telephone bills have been charged against letters of authorization irrespective of whether incurred under a formal or informal contract. Accordingly, it is necessary to amend the item in question so as to conform to accounting practice. This action will affect telephone bills incurred since July 1, 1919.

4. ADDRESS ON SALARY AND REIMBURSEMENT VOUCHERS

Mr. Zappone, Chief of the Division of Accounts and Disbursements of the Department, has written the Bureau under date of January 29, 1920, as follows:

"On account of the fact that several checks sent through the department mail by messenger have fallen into improper hands and were forged and cashed, it has been deemed wise, beginning with February 1, to discontinue the practice of sending checks through the department mail. In all cases, therefore, where the address of the employee is named on the voucher as in care of the bureau the check will be held at the cashier's window and a card sent to the employee, notifying him that the check is ready for delivery. The employee, upon receipt of the card, can either call in person for the check or return the card by messenger indicating in the space provided for that purpose that he wishes the check turned over to the messenger giving his name. In case employees do not wish to call at the cashier's window or send a messenger for the check, their home address should be stated on the voucher and check will be mailed accordingly. It is believed that the last-named plan would probably be the more desirable. Anything you can do to reduce the number of vouchers showing the address of the employee as in care of the Bureau will be appreciated."

An effort should be made by employees of the Bureau to comply with Mr. Zappone's request. Whenever possible the address of an employee appearing on a salary or reimbursement voucher should be the home address, and not in care of the Bureau. This item applies to employees in the Washington office only.

5. TRACING LOST SHIPMENTS

Item 2 of Information Circular Vol. II, No. 14, issued February 9, 1920, is hereby amended to read as follows:

It frequently happens that messages are received from points in the field, to which freight or express shipments have been made, stating that the consignment has not been received and that a tracer has been started from the receiving

end and requesting that a tracer also be sent out from the shipping point. Attention is called to the fact that it is a waste of time and effort and involves fruitless trouble for employees of transportation companies to attempt to trace lost shipments from the receiving end. The logical place from which to begin to trace such a shipment is from the shipping point and this is the only method by which any effective results can be secured.

Whenever it is necessary to trace a shipment advise the project head clerk in Washington giving him the date of the shipment, place from which shipped, number and kind of articles, total weight, the name of the road by which it was forwarded, the name of the consignee, and the routing if the Bill of Lading shows any. The project head clerk will refer such cases to the Transportation Division for handling, advising whether the tracer is to be handled by letter or wire, and if by wire, the account to which the expense is to be charged. The Transportation Division is prepared to handle matters of this kind with greater despatch and much more effectively than other divisions and should be consulted in all cases where advice of any kind is desired on any transportation matter.

6. USE OF PERSONAL CHARGE CARD FORM- BM-36

There are items of property which are chargeable directly to an employee and which may or may not be included on the regular inventory records of the office. It is essential for the head clerk of the division, project or branch office to know at all times what these articles are and to see that they are properly accounted for when the employee leaves the Bureau. (See Information Circular Vol. II, No. 3, Item 2.) Such property includes books, cameras, typewriters, passes, card cases, fountain pens, brief cases, etc. This kind of equipment is usually assigned to an employee to be retained as long as he is connected with the division, project or office and must be accounted for by him personally at some definite time. For the convenience of the head clerks in keeping an accurate record of such property a special card, Form BM-36 has been devised and is now in stock. The articles of property are to be listed individually on the debit side of the card when they are charged to the employee and credit entry made opposite when the articles are returned or disposed of. An employee should report immediately to the head clerk any transfer that may take place in order that due credit may be made on his or her charge card.

7. COMMUNICATIONS REGARDING UNDELIVERED PURCHASE ORDERS

Purchase orders are issued by the Section of Supplies and Accounts in accordance with subrequests drawn by the divisions. The order thereafter is a Supply Section matter and any action which the division later desires to take up with the contractor to expedite

delivery, cancel the order or in any way change its terms, should be handled through the Bureau Property Clerk rather than by independent action on the part of the division itself. Any communication received by a branch office from a vendor regarding a purchase order should be referred immediately to the Washington office of the Division which in turn will take the matter up with the Supply Section. This will centralize in the proper office operating matters concerning purchase of supplies and should eliminate the confusion that has been occasioned by branch offices communicating directly with vendors after purchase orders have been issued.

8. HAY, FEED AND SEED DIVISION

The Hay, Feed and Seed Division has been created, to include the projects Seed Marketing Investigations, Hay and Feed Marketing Investigations, Hay Standardization Investigations, Market Reporting Service on Seeds, Hay and Feed, and Hay Inspection Service. Mr. W. A. Wheeler is in charge of this division and the leaders of the projects mentioned report directly to him. Mr. M. H. Hess has been designated head clerk of the division.

9. ORDERING OF MIMEOGRAPH PAPER AND MANILA ENVELOPES

Since the paper mills are having difficulty in making prompt shipments on orders of mimeograph paper and manila envelopes, it will be necessary for the Bureau to place orders for material of this kind well in advance. It is desired, if possible, that branch offices forward requisitions covering these items at least 90 days before the present stocks become exhausted.

10. ADDITION OF NAMES TO MAILING LISTS

Care should be taken to carefully check our methods of adding names to the mailing lists. No name should be put on any mailing list unless it is known definitely and positively who the addressee is, what kind of reports or literature would interest him, and the source from which the address is secured. This information, or the essential parts of it, should be a matter of record and readily accessible.

11. PAPER CLIPS

Washington offices of the Bureau having surplus stocks of used paper clips should send them each week to the Section of Mails and Files. If this is not done, many of the offices will collect quantities of these clips for which they will have no immediate use, and the Section of Mails and Files will be obliged continually to order large supplies of new ones.

12. COOPERATIVE MARKETING WORK

Pending the selection of a successor to Mr. Thompson, Mr. Elsworth will act in charge of the State Cooperation in Marketing work, and Mr. Jesness will act in charge of the project, Cooperative Purchasing and Marketing. Since the staff of the Market Business Practice will be utilized in connection with the Food Supply Investigations, Mr. Swarthout will report for the present directly to Mr. Marshall. Mr. Morales will continue to handle the clerical work of the division.

13. BOARD OF SURVEYS AND MAPS OF THE FEDERAL GOVERNMENT

In order to coordinate the activities of the various map-making agencies of the Executive Departments of the Government, to standardize results, and to avoid unnecessary duplication of work, the President has constituted a Board of Surveys and Maps, to be composed of one representative of each of the following organizations:

1. Corps of Engineers, U. S. Army.
2. U. S. Coast & Geodetic Survey, Department of Commerce.
3. U. S. Geological Survey, Department of Interior.
4. General Land Office, Department of Interior.
5. Topography Branch, Post Office Department.
6. Bureau of Soils, Department of Agriculture.
7. U. S. Reclamation Service, Department of Interior.
8. Bureau of Public Roads, Department of Agriculture.
9. Bureau of Indian Affairs, Department of Interior.
10. Mississippi River Commission, War Department.
11. U. S. Lake Survey, War Department.
12. International (Canadian) Boundary Commission,
Department of State.
13. Forest Service, Department of Agriculture.
14. U. S. Hydrographic Office, Navy Department.

The representatives of the Department of Agriculture on this board are:

- Bureau of Soils - C. F. Marbut, Member,
G. W. Baumann, Alternate.
- Bureau of Public Roads - C. D. Curtis, Member,
H. L. Bowlby, Alternate.
- Forest Service - O. C. Merrill, Member,
F. E. Bonner, Alternate.

We are informed that the board will make recommendations to the several Departments for the coordination of the map-making and surveying activities of the Government and the settlement of all questions between Executive Departments relating to these activities, and will establish a central information office in the Geological Survey where information will be available concerning map and survey data.

Should occasion arise the Bureau may feel free to make full use of this board as an advisory body and officers of the Bureau should furnish any available information or data when called upon by the board.

14. DELIVERING PACKAGES INTRA-BUREAU

The Addressing and Duplicating Section calls attention to the fact that in many instances packages sent from other offices of the Bureau are left on desks in that section without information or directions. All packages given to messengers for delivery to other offices of the Bureau must show from whom they come and what action is desired. They should be delivered to some responsible person and not left on a vacant desk or on the floor. Particular care should be taken in the delivery of packages to the Addressing and Duplicating Section and the Section of Supplies and Accounts.

15. USE OF BUREAU TRUCKS IN CITIES OUTSIDE OF WASHINGTON FOR DELIVERY OF PACKAGES

A large number of vouchers for dravage recently have been received from branch offices having automobile trucks. It is possible that a material saving could be effected if, whenever practicable, the bureau trucks were used for the transportation of packages.

16. CLERICAL EFFICIENCY COMMITTEE

The Secretary has designated the following officers as members of the Clerical Efficiency Committee of the Bureau for the term ending June 30, 1920:

R. V. Bailey, Chairman
L. B. Flohr
R. C. Potts

17. USE OF ADDING MACHINES

The Washington office has received a letter from Mr. George A. Bentley, Assistant Sales Agent of the Dalton Adding Machine Company in this city, in which the offer is made to teach operators how to handle their machines efficiently, particularly how to subtract, multiply and do other computing work. It is suggested that head clerks of divisions having employees who are engaged in the operation of adding machines manufactured by this company and who are not entirely familiar with them should communicate with the local office of the company and request that an instructor call.

Branch offices having adding machines of any make, in cases where the operators are not thoroughly acquainted with all of the features of the machine, should arrange to have the local sales agents of the particular machine instruct the operator as to its correct usage. It is believed that any of the adding machine companies will do this.

18. PERSONNEL NOTES

Additions, Month Ending February 15, 1920.

Theodore F. Smith, Assistant in Cotton Classing, William I. Holt, Specialist in Cotton Classing, and William G. Blair, Assistant in Cotton Testing, have been added to the force of our Cotton Section. All of these gentlemen have had extensive experience in cotton work, Messrs. Holt and Smith having been employed by large cotton firms in the South, and Mr. Blair engaged in educational work in cotton lines. Mr. Holt will be a member of the New Orleans Board of Cotton Examiners, while Mr. Blair and Mr. Smith will be assigned to the Washington office.

William R. Porter and Charles M. White have been appointed Agents in Marketing. They will be engaged in the cooperative work being conducted in North Dakota and Maine, respectively. Mr. Porter has been Superintendent of the North Dakota State Demonstration Farms, and Mr. White has for a number of years been a prominent figure in the agricultural activities of the State of Maine.

Ober G. Strauss and Rial C. Rose have received appointments as Food Products Inspector, with headquarters at Chicago and Washington, respectively. Mr. Strauss has been engaged in fruits and vegetables work since 1912. Mr. Rose has had broad experience in educational and experimental work along the lines of botany, plant pathology, and related branches.

John H. Ruff has been reinstated in our Live Stock and Meats project, as Assistant Live Stock Market Supervisor, for service at Omaha. In addition to service in this Bureau during 1919, Mr. Ruff has had outside experience in the live stock business, having been in business for himself and also having handled cattle on the range.

Samuel J. Dennis has been reinstated to his former position as Refrigeration Technologist. Prior to his resignation in July, 1919, Mr. Dennis had served thirteen years in refrigeration work in this Department, in the Bureaus of Plant Industry and Markets.

Separations, Month Ending February 15, 1920.

Frank W. Allen, Assistant Horticulturist, tendered his resignation effective January 11, 1920; to accept a position as Assistant

Professor of Pomology, University of California, at a salary of \$2600 per annum. Mr. Allen has been conducting fruit handling and storage investigations in the Pacific Northwest.

Ralph W. Green, who had charge of the information service of this Bureau, resigned effective January 31, 1920, to accept a position as Agricultural Editor, Extension Service, North Carolina College of Agriculture and Engineering, at a salary of \$2500 per annum.

William O. Whitcomb, Investigator in Seed Marketing, tendered his resignation January 31, 1920, to accept a position as Superintendent of the Grain Laboratory at the Montana Experiment Station, at a salary of \$2760 per annum. Mr. Whitcomb had charge of our Hay Marketing Investigations at the Minneapolis branch office.

J. Harold Hoover, Assistant in Marketing Fruits and Vegetables, resigned effective January 17, 1920, to accept a position with a large produce commission house at a salary of \$2400 per annum. Mr. Hoover had charge of the Kansas City Office of our Food Products Inspection Service.

Lorenzo B. Mann, Scientific Assistant in Marketing Live Stock and Animal Products, tendered his resignation effective January 3, 1920, to accept a position with the University of Missouri, which will pay \$125 a month and enable him to operate his farm near Columbia, Missouri. Mr. Mann was assigned to the Chicago office of our Live Stock and Meats project.

Arthur E. Warner, Assistant in Market Business Practice (grade 2), resigned effective January 31, 1920, to accept a commercial position at \$2400 per annum. Mr. Warner was employed at the Washington office of the Marketing Live Stock and Meats project, examining the accounts of licensees and compiling data therefrom.

19. MIMEOGRAPH REPORTS

An examination of Daily Market Reports issued by the Bureau during the past two months show the following ratings as to appearance of mimeograph work and quality of stencil cutting. The following points were considered in connection with the mimeograph work: Distribution of ink, cleanliness of machine, placing of stencil on machine, care or negligence of operator, etc. In rating the stencil work, sharpness of type, alignment, evenness of touch, manner of making corrections, presence or absence of strike-overs, and centering of reports were considered.

Month Ending Jan. 15th.
Month Ending Feb. 15th.
Mimeograph Work
Mimeograph Work

Office	Total No. Reports					Total No. Sten. Reports					Total No. Sten. Reports							
	Examined	Excel.	Good	Fair	Poor	Cut- ting	Examined	Excel.	Good	Fair	Poor	Cut- ting	Examined	Excel.	Good	Fair	Poor	Cut- ting
ton, (Joint)	110	18	43	30	19	Good	110	18	43	30	19	Good	110	18	43	30	19	Good
cago, (F&V-Dairy)	42	1	9	12	20	Good	76	15	21	25	15	Good	76	15	21	25	15	Good
cago, (L.S.)	42	14	12	11	5	Good	59	26	20	10	3	Good	59	26	20	10	3	Good
cinnati, (F&V)	69	52	13	4	0	Excel.	60	34	21	5	0	Excel.	60	34	21	5	0	Excel.
veland, (F&V)	23	1	12	9	6	Fair	41	10	14	12	5	Good	41	10	14	12	5	Good
roit, (F&V)	26	0	7	10	9	Poor	35	2	15	13	5	Fair	35	2	15	13	5	Fair
d du Lac (Dairy)	16	0	12	4	0	Good	22	9	9	3	1	Good	22	9	9	3	1	Good
eley, Col. (F&V)	15	4	9	2	0	Good	21	9	7	1	4	Good	21	9	7	1	4	Good
as City, Mo. (F&V)	No reports received.						53	18	20	13	2	Good	53	18	20	13	2	Good
as City, Mo. (L.S.)	29	2	12	13	2	Good	41	12	16	9	4	Good	41	12	16	9	4	Good
Angeles, (F&V)	23	6	13	4	0	Good	27	14	11	1	1	Good	27	14	11	1	1	Good
neapolis, (Dairy)	23	1	10	10	2	Good	38	10	15	9	4	Good	38	10	15	9	4	Good
York, (Joint)	95	22	35	24	14	Good	93	40	29	18	6	Good	93	40	29	18	6	Good
ha, Neb. (L.S.)	41	6	22	10	3	Good	44	17	12	10	5	Good	44	17	12	10	5	Good
ladelphia, (Joint)	101	41	40	14	6	Good	103	46	32	20	5	Good	103	46	32	20	5	Good
tsburg, Pa., (F&V)	25	0	8	4	13	Good	51	2	8	23	18	Good	51	2	8	23	18	Good
tland, (F&V)	17	0	9	7	1	Good	35	3	6	5	21	Good	35	3	6	5	21	Good
hester, (F&V)	16	1	8	3	4	Fair	42	12	20	8	2	Fair	42	12	20	8	2	Fair
Louis, (F&V)	31	1	4	17	9	Fair	41	11	15	10	5	Good	41	11	15	10	5	Good
Louis, (L.S.)	41	3	17	17	4	Good	39	10	19	7	3	Good	39	10	19	7	3	Good
Paul, (L.S.)	34	13	8	13	0	Good	39	15	16	7	1	Good	39	15	16	7	1	Good
Francisco, (F&V)	12	0	3	6	3	Good	42	17	20	4	1	Good	42	17	20	4	1	Good
nd Rapids, (F&V)	8	8	0	0	0	Excel.	45	22	18	4	1	Good	45	22	18	4	1	Good
hington, D.C., (F&V)							87	58	24	4	1	Excel.	87	58	24	4	1	Excel.
hington, (Dairy)							32	6	17	9	0	Good	32	6	17	9	0	Good
AL	844	194	306	224	120		1276	436	448	260	132		1276	436	448	260	132	
PERCENTAGE	100%	23%	36.2%	26.2%	14.3%		100%	34.2%	35.1%	20.4%	10.3%		100%	34.2%	35.1%	20.4%	10.3%	

A comparison of the percentages for the two months shows that the reports are improving in appearance. However, there still is room for further improvement.

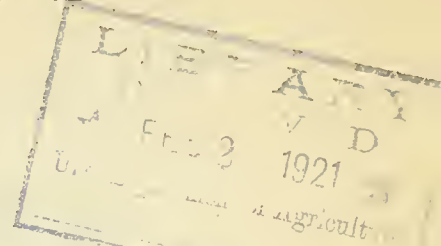
George Livingston

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, No. 16

February 28, 1920

Amendments to Hotel Directory.

ALABAMA

BIRMINGHAM

Hillman: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Minimum rate \$1.50 for room with running water and telephone; direct street car line to depot; centrally located to business; good cuisine; a la carte service; modern, up-to-date. (January 21, 1920)

Florence: Recommended by the same authority as the Hillman, at \$2.50 per diem for room and bath. It is old time in construction; centrally located; corner 18th Street and Second Avenue; all rooms have hot and cold running water with telephone. (January 21, 1920)

Reliance: This is another hotel recommended by the same authority as the Hillman and Florence, at \$2.50 per diem for room and bath. Located at 26th Street and 5th Avenue, N. It is not as centrally located as the other hotels, but the upkeep is excellent and service good. (January 21, 1920)

Birmingham has several good Greek restaurants, where moderate priced meals can be obtained. (January 21, 1920)

ARKANSAS

LITTLE ROCK

Capital: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. This is a good hotel with a \$2.00 minimum rate, (January 21, 1920)

The Gleason:

The Mahoney: These are included in the above recommendation, as comfortable old-type hotels, with good service. (January 21, 1920)

CALIFORNIA

LOS ANGELES

Rosslyn: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Minimum rate \$1.50 per day. It has an excellent low price table d'hote restaurant. (January 21, 1920)

Lankershim: This hotel is similarly recommended, with same prices. Centrally located; Broadway and 7th Street. A hotel of comfort and service, with a good clientele. All rooms outside, with hot and cold running water, and telephone.

Los Angeles has many excellent hotels with low tariff rates. (January 21, 1920)

GEORGIA

ATLANTA

Winecoff: Corner Peachtree and Ellis Streets. This is a very satisfactory commercial hotel in the business district. Within ten minutes walk of Bureau of Markets branch offices. Well appointed; clean; good service; fireproof. 150 rooms, all outside, with bath, at \$2.50; no other rate except for suites. Rates for laundry and valet service very reasonable. Meals can be taken in hotel with advantage; breakfast from \$.45 to \$1.00; lunch, \$.90; dinner, a la carte. Recommended by a leading authority on American hotels. (February 5, 1920)

KENTUCKY

LOUISVILLE

Tyler: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Corner Jefferson and 3rd Streets, midway between and within

three blocks of center of either wholesale or retail districts; modern; fireproof. (January 21, 1920)

Henry Watterson: Recommended by the same authority as the Tyler; at \$2.50 per diem for room and bath. Located on Walnut Street, between 4th and 5th Streets: modern; fireproof; service good. (January 21, 1920)

LOUISIANA

NEW ORLEANS

Grunewald: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Location; 123-127 Baronne Street. Ask for room in annex. (January 21, 1920)

MISSOURI

KANSAS CITY

Savoy: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Location; 9th and Central Streets; street cars to Union Station; well furnished; convenient to wholesale district; cafe, a feature of the house. (January 21, 1920)

Westgate: Recommended by the same authority as the Savoy. Located at the Junction, Main, 9th and Delaware Streets; rates \$2.50; street car service direct to and from station; centrally located; just across the street from Supervision office; service good; well appointed; small hotel. This hotel has been recommended by a number of Bureau of Markets men. (January 21, 1920)

Sexton: Located on 12th, between Main and Baltimore Streets; conveniently located; service good; rates, without bath \$2.00; with bath \$2.50. (January 21, 1920)

Dixon: Location, 12th and Baltimore Streets. Service good; centrally located; rate \$2.50. (January 1, 1920)

ST. LOUIS

American: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the

Bureau of Markets. Location; Market, 5th and 7th Streets: centrally located; Union depot cars pass the door. (January 21, 1920)

NEBRASKA

OMAHA

Conant: Located at 16th and Harney Streets; one-half block to station cars; new, fireproof; quiet, clean; a la carte table service. Outside room with bath \$2.50 per diem. (January 1, 1920)

Loyal: Located on 16th Street between Capital Avenue and Davenport Street. Two blocks to station cars, and one block and a half to Supervision office; quiet, clean; rates, outside room with bath \$2.00. (January 5, 1920)

Paxton: Located on Corner of Farnam and 14th Streets; centrally located; quiet, clean; rates, outside room with bath \$2.50. (January 5, 1920)

Rome: Located on 16th and Jackson Streets; centrally located; cafeteria in connection; rate, outside rooms with bath \$2.00. Caters to commercial travelers. (January 28, 1920)

OKLAHOMA

OKLAHOMA CITY

Lee - Huckins: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Location: Corner Broadway and Main Streets, in heart of city; service excellent. (January 20, 1920)

OHIO

CINCINNATI

Haylin: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Location, Vine and Opera Place; centrally located; fireproof; all outside rooms have running water and electric fans. (January 1, 1920)

COLUMBUS

Columbus: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Location, Long and Fifth Streets; centrally located; fireproof, cars for all parts of the city at the door.

Southern: This hotel is recommended by the same authority as the Columbus, located at Main and High Streets. (January 1, 1920)

PENNSYLVANIA

PITTSBURGH

Chatham: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives of the Bureau of Markets. Location; 423 Penn Avenue, in the lower business section of the city, convenient to all down town stores, one block from Wabash depot; street cars available for practically every part of the city and all depots. (January 21, 1920)

TENNESSEE

MEMPHIS

Peabody: Main and Monroe Streets; very centrally located; reasonable a la carte service and modern lunchroom. Within five minutes walk of Bureau of Markets offices, and about six or eight minutes ride from both railroad stations, without transfer. 56 rooms, without bath, on a very large court, at \$2.00; 28 outside rooms without bath, \$2.50; 200 outside rooms with bath, from \$2.50 up. Recommended by a leading authority on American hotels. (February 11, 1920)

NASHVILLE

Maxwell: At Fourth Avenue and Church Street, on corner diagonally opposite the Independent Life Building, where the Federal Grain Supervision office is located. Most centrally located hotel in the city, convenient to wholesale district. Every room has hot and cold running water and telephone. It has 200 rooms in all and such as are not outside rooms open upon a very large court, as wide as an ordinary street. 70 rooms are without bath and cost from \$1.25 to \$2.00 per day; 130 rooms have bath and range from \$2.00 to \$3.00. The furniture, fittings, etc., are old and not very well kept up. The service is good - laundry, valet, etc. The cafe serves very good food, and, for a hotel, the rates are reasonable. Recommended by a leading authority on American hotels. (February 11, 1920)

TEXAS

DALLAS

Jefferson: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives. Located opposite New Terminal Union Station and City Plaza; convenient to retail and wholesale sections. (January 21, 1920)

FORT WORTH

Westbrook: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives. Centrally located; modern; fireproof; hot and cold running water and telephone in each room. (January 21, 1920)

HOUSTON

Cotton: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives. Flat rate, \$2.00, with private bath; centrally located. (January 21, 1920)

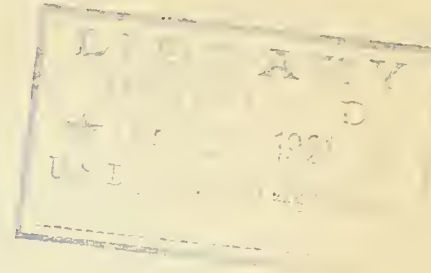
GALVESTON

Tremont: Recommended by a leading authority on American hotels as adapted to the needs of traveling representatives. Three blocks from Union Station; convenient location. (January 21, 1920)

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, NO. 17.

March 27, 1920.

1. APPOINTMENT OF MR. MONTGOMERY AS ASSISTANT TO CHIEF OF BUREAU

Mr. Edward G. Montgomery has been appointed Assistant to Chief of Bureau, effective March 16, 1920. Mr. Montgomery will assist in the general administration of the Bureau work and policies, and will give particular attention to our Foreign Marketing project, studying and analyzing this phase of our activities with a view to developing it along the most efficient lines possible. Mr. Montgomery received the degree of B. S. from the University of Nebraska in 1906, and the degree of M. A. in 1909. He served as Professor of Experimental Agronomy at the University of Nebraska from 1906 to 1911, and since 1912 has served as Professor of Farm Crops at Cornell University. He is the author of a number of publications issued by the institutions with which he has been associated.

2. UNUSED FURNITURE AND EQUIPMENT

It has been noted that there is a considerable quantity of unused furniture and equipment in some of the Washington offices, particularly in the Bieber Building. Head clerks of divisions and projects should immediately advise the Bureau Property Clerk of all such unused property in their offices so that the material can be turned over to him for disposition where needed. It is essential that the space be used for office purposes and not for storage. Desks and other furniture and equipment for which there is no present need should not be held in expectancy of a future increase in force.

3. PROPERTY STORED IN CITIES OUTSIDE OF WASHINGTON

The head clerks of projects having property and equipment stored in cities outside of Washington should advise the Administrative Assistant in Charge of Operation before April 15, on the follow-

ing points, making a separate report on each lot of property stored:

1. Project
2. Place stored, showing city and building address
3. Date placed in storage.
4. Name of person or concern responsible for care
5. Whether crated and packed or not
6. Storage charge, if any
7. If in Federal Building, whether property is actually in storage or whether it is loaned to other Government establishments
8. Property stored, following Bureau Inventory List

4. BRANCH OFFICE PERSONNEL RECORDS

The question recently has been raised at a number of branch offices as to the best practice in handling personnel records when an employee is transferred from one branch office to another. It has been decided that the BM-76 card should remain at the office from which the employee is transferred, but a copy should be made on another BM-76 and forwarded to the second office together with the employee's personnel folder. A record should be made in the files of the first office to show when and where the folder was forwarded.

5. COPY OF FORM 5 VOUCHER TO BE RETAINED IN BRANCH OFFICE FILES

It is noted that a number of the branch offices are keeping copies of Form 5 vouchers submitted to Washington, some of the copies being on plain paper and others on duplicate vouchers. Other branch offices are not retaining copies at all. It is believed that the retention of these copies is very helpful and that the practice should be uniform throughout the field. It is desired that branch offices retain in the files a copy of each Form 5 voucher transmitted to Washington. This copy may be a carbon or duplicate but should be made upon a plain sheet of paper. If the copy is made upon another Form 5 voucher there is a possibility of the duplicate being sent to Washington and unnecessary action being taken upon it. The copies in all cases should show the date upon which the voucher is sent to the dealer and the date upon which the voucher is forwarded to Washington. This procedure should eliminate duplication of items.

6. BUREAU MEMORANDA TO BE ON FILE IN BRANCH OFFICES

It appears that the branch office files of the Bureau orders, including Bureau, Field Station and Branch Office Memoranda, and Information Circulars are incomplete in many cases. The following memoranda and circulars should be on file in each branch office:

Bureau Memoranda:

<u>Nos.</u>	<u>Nos.</u>	<u>Nos.</u>	<u>Nos.</u>
11	83	152	191
12	84	154	191-Amendment
20	88	156	194
31-Revised	89	160	195
33	93	161	196
45	95-Revised	163	
46	98	165	
52	109	165-Supplement	
53	114	167	
54	117	168	
55	118	171	
60	122	171-Supplement	
62	125	173	
63	127	174	
65	129	178	
67	131	179	
68	132-Revised	180	
69	137	181-Revised	
70	146	182	
72	148	184	
74	150-Revised	187	
75	151	189	

Field Station and Branch Office Memoranda:

<u>Nos.</u>	<u>Nos.</u>	<u>Nos.</u>	<u>Nos.</u>
1	8	17	23
2	11	18	24
3	12	19	25
4	14	20	26
5	15	21	
6	16	22	

Information Circular - Complete file:

Vol. I - Nos. 1 - 24

(Nos. 6 and 16 - Bureau Directories - are obsolete.)

Vol. II - Nos. 1 to current issue.

Head clerks of branch offices should check their order files to be assured that they include the publications shown above. If any of these memoranda are missing, they will be furnished upon request by the Administrative Assistant in Charge of Operation.

7. AMENDMENTS TO BUREAU INVENTORY LIST

Additions:

Baskets, desk, wire and wicker

Baskets, waste

Boards, file, arch and clip

Removals:

Aprons, laboratory

Aprons, work

Changes:

Substitute:

Trays, desk

for

Trays, desk for cap-size paper

Trays, desk for letter-size paper

8. LEAVE OF ABSENCE FOR MEMBERS OF FLEET NAVAL RESERVE

The Solicitor of the Department has ruled that members of the Fleet Naval Reserve ordered out in connection with maneuvers are not entitled to military leave but, to cover such absence from the Department, may be granted annual leave with pay within legal limitations, that is, thirty days in Washington and fifteen days in the field, or may be granted leave without pay.

9. NEW HEAD CLERK LIVE STOCK DIVISION

Mr. W. J. Heckman has been designated head clerk of the Live Stock Division, succeeding Mr. C. D. Ashmore. Mr. Heckman was formerly property clerk of the Live Stock Division.

10. SERIAL NUMBERS TO BE SHOWN ON INVENTORIES

Serial numbers of mechanical equipment should be shown on all inventory records. The following machines have serial numbers:

Adding	Mimeographs
Addressing	Multigraphs
Addressograph	Numbering
Automobiles	Scales Platform
Cameras	Scales Counter
Computing	Sealing
Dictating	Stencil Cutting
Electric Fans	Torsion Balances
Folding	Transcribing
Graphotypes	Typewriters
Letter Opening	

The engine number may be regarded as the serial number of an automobile as the frame number cannot be readily checked and may be easily obliterated.

11. AGRICULTURAL APPROPRIATION BILL FOR FISCAL YEAR 1921

The Bill making Appropriations for the Department of Agriculture for the fiscal year ending June 30, 1921, as reported by the Senate Committee on Agriculture and Forestry on March 13, contains the following provision which will be of interest to all traveling officers and employees of the Bureau:

"Officers and employees of the Department of Agriculture during the fiscal year ending June 30, 1921, while traveling on official business away from their designated posts of duty may be allowed not to exceed \$6 per day for subsistence, but in no case shall they be reimbursed any sum in excess of expenses actually incurred by them.

"The Secretary of Agriculture during the fiscal year ending June 30, 1921, is authorized to prescribe

per diem rates of allowance not exceeding \$6 in lieu of subsistence to officers or employees of the Department of Agriculture engaged in field work or traveling on official business outside of the District of Columbia away from their designated posts of duty."

12. PERSONNEL NOTES

ADDITIONS

Thomas L. Kelly has been appointed Food Products Inspector, with headquarters at Washington, D. C. Mr. Kelly has had extensive experience in the wholesale produce business, having been engaged in this business independently and as a partner in produce firms.

Vane G. Gibson has been reinstated in the position of Scientific Assistant in Marketing and Distribution, for service in connection with the study of methods of precooling and icing practices used in the shipment of California citrus fruit, and transportation under refrigeration of California oranges and lemons. Mr. Gibson served the Bureau in the same position from August, 1917 to July, 1919, and also has had a number of years commercial experience along horticultural and office management lines.

Edwin E. Niccolls has been reinstated as Assistant in Marketing Investigations, to assist in the study of methods, facilities, market practices, and other conditions pertaining to the retail meat trade. He was employed in the Bureau in a similar capacity from November, 1917 to November, 1919, and has been engaged in various branches of commercial work, including experience in packing house and commission work.

CHANGE OF STATUS WITHIN BUREAU

C. D. Ashmore, head clerk of the Live Stock and Meats project, has been appointed Assistant in Marketing Live Stock and Meats (grade 1) and hereafter will assist in a technical capacity in the activities incident to our marketing pure-bred live stock work. Mr. Ashmore has been connected with the Bureau since 1916.

SEPARATIONS

Louis D. Hall, Specialist in Charge, Marketing Live Stock and Meats, has tendered his resignation, effective March 5, 1920, to accept a position with the Pan American Cattle Exchange and Trading Company. Mr. Hall has been connected with the Bureau since May 12, 1914, and has been in charge of the Live Stock and Meats Division.

Edward H. Schroer, Assistant in Marketing Live Stock and Meats, who had charge of the Live Stock and Meats branch office at Omaha, tendered his resignation, effective February 28, 1920, to engage in commercial live stock production.

Julius H. Peters, Assistant in Marketing and Distribution, who had charge of the Boston branch office of the Live Stock and Meats project, tendered his resignation, effective February 10, 1920, to engage in farming.

Saxon D. Clark, Assistant in Market Surveys, resigned, effective February 29, 1920. Mr. Clark was in charge of the Boston office of the Market News Service on Fruits and Vegetables.

Robert L. Ringer, in charge of the Food Products Inspection Service and the Market News Service on Fruits and Vegetables activities at Portland, Oregon, has tendered his resignation, effective March 15, 1920, to accept a position as Appraiser for the Federal Farm Loan Board.

Charles A. Forrest, in charge of the Atlanta, Georgia, branch office of the Transportation Division, resigned, effective February 29, 1920, to accept a position in the railroad service.

Charles E. Pierce, in charge of the Chicago branch office of the Transportation Division, has tendered his resignation, effective March 15, 1920, to accept a position with a railroad company.

Isaac N. Randall, Assistant in Transportation in the San Francisco, California, branch office of the Transportation Division, resigned, effective February 28, 1920, to accept a position in the railroad service.

Earle P. Brooks, Assistant in Marketing Live Stock and Meats, resigned, effective March 6, 1920, to accept a position with a steel concern at Pittsburgh, Pennsylvania. Mr. Brooks was assigned to the Washington office of the Live Stock and Meats project.

James A. Marks, Food Products Inspector, resigned, effective February 29, 1920, to assist his father in the management of orchards. Mr. Marks had charge of the Memphis office of the Food Products Inspection Service.

Oscar L. Farris, Agent in Marketing, who has been engaged in cooperative marketing work in Tennessee, resigned, effective February 14, 1920, to accept a position as County Agent of Davidson County, Tennessee.

Carl E. Schuster, Scientific Assistant in Pomology, tendered his resignation, effective at the termination of January 31, 1920. Mr. Schuster has been on military furlough since January 1, 1918, and has accepted a position as Assistant Professor of Horticulture at the Oregon

Agricultural College.

Walton Peteet, Field Agent in Marketing, resigned, effective February 29, 1920. Mr. Peteet was assigned to cooperative cotton marketing work in the State of Texas.

Warren H. Barber. Assistant in Marketing Dairy Products, who has been engaged in investigating conditions and studying problems incident to the marketing of dairy products, resigned, effective February 16, 1920, to engage in other employment.

13. MIMEOGRAPH REPORTS

Month Ending March 15

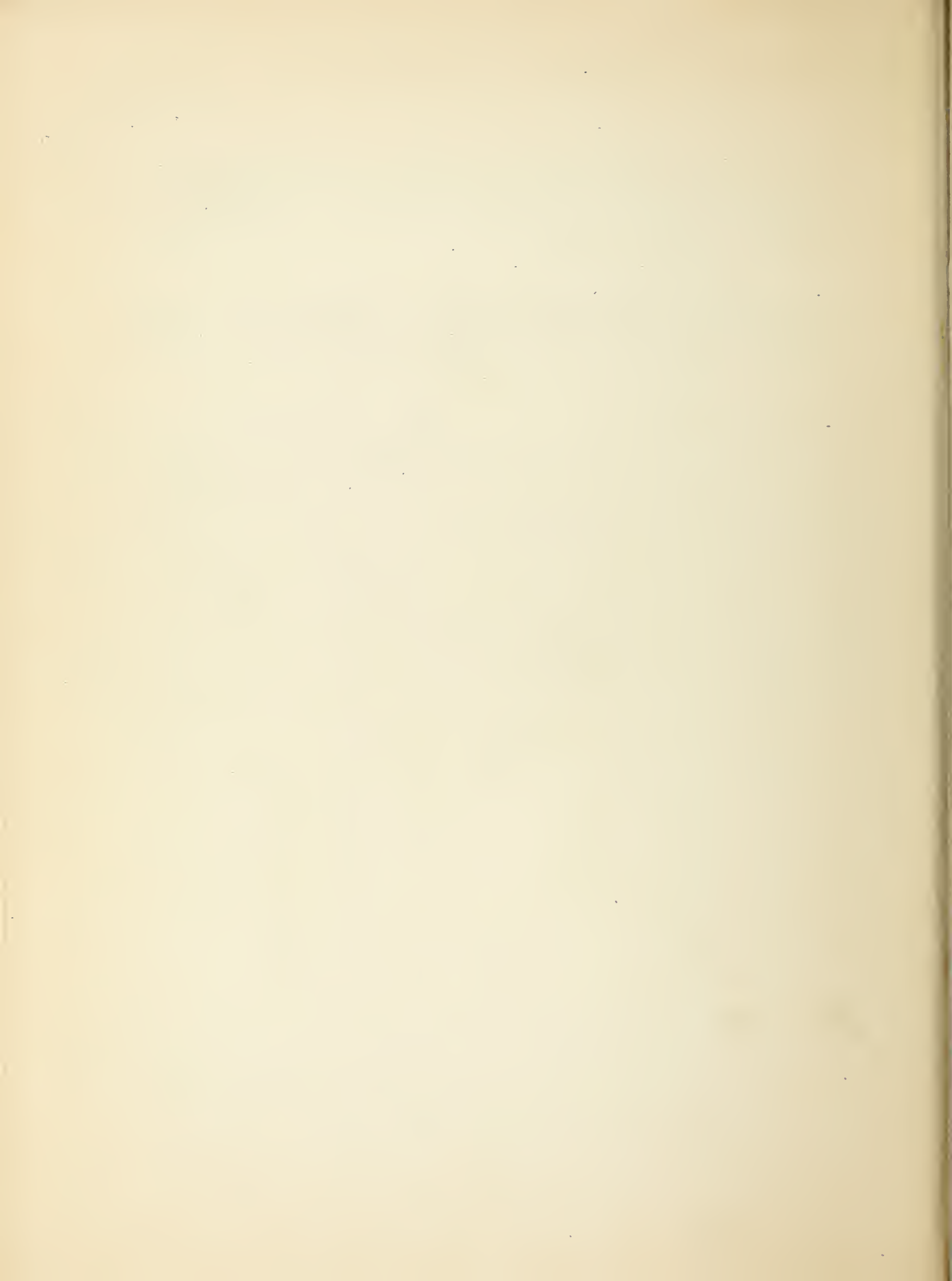
	Total No. Reports	<u>Mimeograph Work</u>					<u>Stencil Cutting</u>			
		<u>Examined</u>	<u>Excel.</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Excel.</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Boston, (Joint)	129	57	30	33	9		59	50	20	0
Chicago, (L.S.)	41	6	20	11	4		9	22	10	0
Chicago, (Joint)	97	46	25	20	6		51	34	11	1
Cincinnati, (F. & V.)	52	35	11	5	1		42	8	2	0
Cleveland, (F. & V.)	36	23	4	6	3		22	4	8	2
Detroit, (F. & V.)	35	9	6	17	3		8	13	11	3
Fond du Lac, (Dairy)	26	19	4	2	1		19	5	1	1
Kansas City, (F. & V.)	20	9	7	4	0		8	8	2	2
Kansas City, (L.S.)	52	29	12	9	2		27	15	10	0
Los Angeles, (F. & V.)	27	3	8	4	12		5	13	9	0
Minneapolis, (Dairy)	42	23	7	9	3		25	11	6	0
New York, (Joint)	139	70	33	29	7		65	63	9	1
Omaha, (L. S.)	66	31	12	14	9		31	22	12	1
Philadelphia, (Joint)	142	101	19	16	6		102	29	10	1
Pittsburgh, (F. & V.)	42	12	13	16	1		15	20	7	0
Rochester, (F. & V.)	38	13	12	6	7		18	12	6	2
St. Louis, (F. & V.)	39	15	9	8	7		12	17	7	3
St. Louis, (L.S.)	51	6	20	19	6		10	30	10	1
St. Paul, (L.S.)	36	17	6	12	1		14	16	6	0
San Francisco, (F. & V.)	20	10	6	3	1		9	10	1	0
Grand Rapids, (F. & V.)	30	23	5	2	0		23	6	1	0
Washington, (F. & V.)	93	85	4	4	0		91	1	1	0
Washington, (Dairy)	50	32	14	4	0		43	7	0	0
TOTAL	1303	674	277	263	39		709	416	160	18
PERCENTAGE	100%	51.7%	21.2%	20.2%	6.8%		54.4%	31.9%	12.3%	1.4%

There has been a marked improvement in both mimeograph and stencil-cutting work. Some reports still show poor alignment of machines, strike-overs and too heavy inking. It is suggested that the typewriters be watched closely for poor alignment and adjustment made whenever necessary.

Several joint offices have requested that where there is one or more projects ^{using} mimeograph reports, each project be given a separate rating. This request will be complied with in the next statement issued.

George Livingston

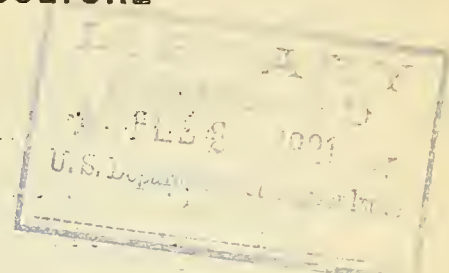
Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, NO. 18.

April 30, 1920.

1. PREPARATION OF FIELD PAY ROLLS

Attention is called to the lack of care displayed in the preparation of branch office payrolls. When the rolls are received by the payroll clerk in Washington it frequently is necessary for her to change the designations and appointment dates shown on the rolls. This is due to the fact that branch office personnel records are not being kept properly (see Information Circular Volume I, No. 10, Item 3, Volume II, No. 4, Item 4, and Branch Office Memorandum No. 23). Each branch office must maintain complete, accurate and up-to-date personnel records on BM-76 cards and a personnel folder for each employee of the branch office. Each payroll transmitted to Washington must show the correct date of the employee's latest notification of appointment and the present designation. Each letter transmitting the notice of appointment or other personnel action shows the date of the action and the title of the employee in question, and is accompanied by a carbon copy marked for the branch office files. This carbon must be filed in the employee's personnel folder and the information entered on the BM-76 card immediately upon receipt at the branch office.

In order that branch offices may have accurate personnel records at the beginning, complete sets of BM-76 cards shall be prepared immediately for each project branch by the division or project head clerk in Washington, and checked by the Personnel Section before being sent to the field, except for the Boston, New York, Philadelphia and Chicago joint offices, which cards will be prepared in the Branch of Operation. In cases where the division or project is not in a position to prepare these cards, the head clerk may furnish the Personnel Section with a list of employees at each branch and the cards will be prepared by the Personnel Section.

This matter must be attended to at once as hereafter erroneous payrolls will be returned to the branch offices for correction.

2. LISTINGS OF BUREAU BRANCH OFFICES IN LOCAL TELEPHONE DIRECTORIES

It is noted that in a number of cities in the field the listings of branch offices of the Bureau in the telephone directories vary to a considerable degree. In one case the grain office was found in the directory under "F" as "Federal Grain Supervision," and the branch of another project under "U" as "U. S. Bureau of Markets." If possible it would be desirable to have the listings conform to Field Station Memorandum No. 11. However, as this would involve consultation with other Government establishments and might take considerable time, the city committee in each city should take active steps to have all branch offices of the Bureau in that city grouped in the telephone directory under "U. S. Bureau of Markets" in some form similar to the following:

U. S. Bureau of Markets:

Cotton Division	- - - - -
Federal Grain Supervision	- - - - -
Hay, Feed & Seed Marketing	- - - - -
Inspection of Fruits & Vegetables	- - - - -
Market News Service on Live Stock and Meats	- - - - -
Transportation Division	- - - - -

In cities where city committees have not yet been organized the responsible project representatives should immediately organize one in accordance with Field Station Memorandum No. 14.

3. EXPRESS SHIPMENTS

The Office of Inspection of the Department calls attention to the necessity for properly marking express shipments. It is directed that the rules given below be followed in marking express shipments:

(a) Each package, bundle or loose piece in a shipment should be plainly, legibly and durably marked, showing the name of only one consignee, and of only one station, town or city and state to which destined.

(b) Shipments wrapped in paper or packed in boxes, crates, barrels, corrugated paper or fibreboard containers should be marked with pen, brush, stencil, waterproof crayon, or by label securely attached with glue or equally good adhesive.

(c) Shipments of iced goods, such as fish, oysters, etc., should be marked with brush, stencil or waterproof crayon, or with two tags securely tacked, one of which must be sunk in a groove in the box or case, or otherwise protected in such manner as to prevent becoming detached or defaced by contact with other articles or surfaces.

(d) CASTINGS, MACHINE PARTS, SHAFTING, PIPE, RODS, BARS, AND OTHER METAL ARTICLES:

1. When boxed, barreled, crated or -trussed, must be marked in compliance with paragraph (b).

2. When not boxed, barreled, crated or trussed, and there is sufficient smooth surface for the purpose, the address should be plainly marked on the article with durable paint.

3. When not boxed, barreled, crated or trussed, or when not possible to mark as provided in preceding paragraph, shipments should be marked with not less than two wooden, leather, metal, cloth, rope stock or sulphite fibre-tag-board tags. Tags should be attached wherever possible to unexposed parts of the article in order that they may not become detached in handling.

4. Rods, shafting, bars, pipe, iron bed sides, automobile springs and other articles of like character marked with tags as provided in paragraph "3" should have the tags securely wired to the article, and in addition, a concealed tag bearing the same address should be bound to the article with burlap covering, the latter securely wired at each end.

(e) TRUNKS, SUIT CASES OR VALISES:- Should be marked with one strong tag and have an address label pasted on the bottom in addition thereto before forwarding. Shippers should place a duplicate address inside of these articles for the purpose of identification.

(f) AUTOMOBILE TIRES:- When not boxed or crated, should have two marks, both to be attached to the inner surface of the package, bale or tire, and to consist (1) of a strong tag securely attached, and (2) another tag bearing the same address, securely bound by burlap or cloth, or an address label pasted on the inner surface.

(g) BEDDING, CARPETS AND RUGS:- When not boxed or crated, should be sewed up in burlap or some other substantial cloth covering, and marked with stencil or brush. Shippers should place duplicate address inside of the bale for the purpose of identification.

(h) NURSERY STOCK AND TREES in bundles or bales should be marked with not less than two tags, securely attached, and when in bales, shippers should place a duplicate address tag inside the bale for the purpose of identification.

(i) HOUSEHOLD GOODS AND FURNITURE which, under individual items, may be accepted when not boxed or crated, should be marked by not less than two tags securely attached to each piece.

(j) LOT SHIPMENTS:- Except when in carloads, each package or article in a lot shipment should be marked in compliance with these requirements.

(k) Do not mark shipment "U. S. Department of Agriculture, Washington, D. C.," but mark the name of the bureau or office to which shipment is consigned in addition to the words "U. S. Department of Agriculture, Washington, D. C." To illustrate, "Bureau of Markets, U. S. Department of Agriculture, Washington, D. C."

4. BILL OF LADING RECORD

Form BM-87 "Bill of Lading Record" on 5x8 cards has been provided for the use of every division or project in the Bureau, to show the disposition of all bills of lading which are furnished by the Bureau Property Clerk. One card should be used for each bill of lading, and should be filed in numerical order. The first space in the upper left hand corner is provided for the insertion of the bill of lading number. The first entries should be made when the bill of lading is received from the Bureau Property Clerk. Further entries should be made when the bill of lading is forwarded to a field point. When the "Memorandum" copy is returned, the essential information contained thereon should be noted on these cards before that copy is forwarded to the Section of Supplies and Accounts. This record is essential, since divisions and projects are held accountable for all bills of lading furnished them.

5. RESIGNATION OF EMPLOYEES CHARGED WITH GOVERNMENT CAMERAS

In order that Mr. Wilcox, who is in charge of the Photographic Laboratory, may keep his records up-to-date, and trace all cameras loaned to employees of the various projects, the head clerks are requested to report to him promptly the separation from the service of any employee charged with such property. It sometimes happens that employees leaving the service are slow in returning cameras and Mr. Wilcox is without any direct means of knowing just when this condition exists. It will, therefore, facilitate matters and enable him personally to keep in touch with the matter if he is immediately notified of such separations.

6. REQUEST MADE UPON CONGRESS FOR REMOVAL OF SALARY LIMITATIONS

There is quoted below a letter written by the Secretary under date of April 20 to the chairmen of the Senate and House committees on appropriations:

"The present and much of the future value of the Department of Agriculture to the country depends not only upon a well organized and efficient personnel but upon the retention in service of highly trained and experienced specialists, administrative staff and clerical force. Such men are leaving the service daily, some of whom are practically indispensable because they cannot be replaced at anything like the salaries the Department can pay under the limitations imposed by law which apply only to the Department of Agriculture. The situation of the Department is critical and something must be done to enable it to retain a sufficient number of competent men already in service to carry on effectively the important investigational, extension and regulatory work of the Department. The men already in the Department are usually willing to remain in service at lower salaries than they can command in private employment, but there is a limit to the financial sacrifice which can reasonably be expected of them and of their families. Many of these men are now getting practically the same salaries which they received many years ago. The reduced purchasing power of the dollar and the high cost of living combined practically cuts their salaries in half. Offers are continually being made to them involving increases over their present salaries ranging from 10 per cent to 500 per cent or more. In the fiscal year ending June 30, 1919, the Department lost more than 8000 employees, excluding temporary appointees and those separated from the service on account of necessary reduction in the force - a turnover of approximately 36 per cent. In the case of 650 employees who left the service and whose outside salaries were reported to the Department, their average increase over their salaries in the Department was \$1,023, or an average increase of 51 per cent.

"From July 1, 1919, to February 29, 1920, the Department appointed 8,632 new employees and lost 12,474, or a net loss of 3,842. The percentage of turnover of permanent employees, both in and out of Washington, during this period was 30.29.

"The Department cannot stand this steady and continuing draft upon its trained personnel without serious impairment of service, nor can it utilize the funds appropriated by Congress economically with a constantly disintegrating organization and a constantly increasing percentage of new and relatively inexperienced personnel. I therefore deem it of the highest importance that provision be made at once for increasing the salaries of some of the more experienced and highly trained employees who are now getting more than \$2,500 a year, assuming that those receiving \$2,500 or less will continue to get the benefit of the bonus of \$240. In order that the Department can pay salaries higher than \$4,500 a year to a few of its employees who are now receiving up to that amount, and thereby retain in service some of the men who are regarded as practically indispensable, I would strongly recommend that your Committee include in the Sundry Civil Bill, while there is yet time this fiscal year, a provision repealing the statutory limitation of \$4,500 on salaries paid from lump sum appropriations, contained in the act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1915, approved June 30, 1914. Higher salaries are paid from lump sum appropriations in several bureaus of other departments for services involving practically the same scientific, technical, and professional qualifications, duties and responsibilities as are possessed and performed by men in the Department of Agriculture. The removal of this limitation on salaries in the Department of Agriculture would not involve any increase in its appropriations. On the other hand, if the Department is in a position to pay higher salaries and thereby retain in service experienced and highly trained men it will result in better administration and greater economy, because better service and better results can be secured with a smaller number of competent men already in service at higher salaries than can be expected from a larger number of relatively new men at the present scale of salaries.

"May I again urge that prompt action by Congress removing the limitation on salaries in this Department is necessary to enable the Department to carry on its important work efficiently and economically and retain in service some of its most valuable men by granting them moderate increases in salary, which cannot be done so long as it remains under a discriminatory limitation on salaries which applies only to the Department of Agriculture. If further information regarding this matter is desired by your Committee, I shall be glad to furnish it."

7. PHOTOGRAPHIC WORK FOR FIELD OFFICES

The Photographic Laboratory of the Bureau at Washington is prepared and equipped to handle work for the field offices and can make prompt delivery. Branch offices, particularly those in the east requiring photostat work should utilize the services of the Photographic Laboratory whenever feasible rather than to have the work done outside.

8. PURCHASES AT END OF FISCAL YEAR

The Chief Clerk of the Department calls attention to the following citation from Paragraph 37 of the Fiscal Regulations:

"An annual appropriation is applicable only to expenditures properly incurred for the use of the particular fiscal year for which it is made, and administrative officers should not anticipate the needs of a succeeding fiscal year and use unexpended balances for the purchase of supplies and materials merely in order to use up such unexpended balance."

The sending out of proposals late in the fiscal year causes a heavy congestion in the work of the Board of Awards and leaves the Secretary insufficient time to consider recommendations made by the Board. To avoid this condition, all proposals should be sent to the Board of Awards as soon as possible and no date fixed for the opening of bids later than June 15, 1920, except in special cases. In each special case, a convincing statement approved by the Chief of Bureau must accompany the request for proposals.

9. MESSAGES ADDRESSED "CARE WESTERN UNION"

The proper address for messages which are to be called for by the addressee at the office of destination is "Will Call." The practice of using "Care Western Union" is confusing at large offices because such addresses suggest that the addressee is employed by the company, thereby necessitating a review of the list of employees in the city before placing the messages in the "Will Call" box. The expression "Care Western Union" should be restricted to messages addressed to employees of the company.

10. TELEGRAMS FOR SIGNATURE OF SECRETARY

The Department telegraph office calls attention to the lack of sufficient carbon copies accompanying telegrams prepared in this Bureau for the Secretary's signature. Each original telegram forwarded to the Secretary's office for signature and transmission must be accompanied by three carbon copies. If the office preparing the telegram wishes to retain a copy, a fourth carbon should be made.

11. MIMEOGRAPH REPORTS

Month Ending April 24, 1920.

	<u>Mimeograph Work</u>					<u>Stencil-Cutting</u>			
	Total								
	No. Reports								
	<u>Examined</u>	<u>Excel.</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Excel.</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Boston, F.&V.	79	35	29	13	2	43	31	5	0
Live Stock	60	25	19	16	0	38	19	3	0
Dairy	52	24	13	11	4	28	23	1	0
Chicago, L.S.	61	22	24	10	5	28	29	4	0
Chicago, F.&V.	59	17	18	22	2	23	30	6	0
Dairy	50	15	16	18	1	24	19	7	0
Cincinnati, F.&V.	95	56	37	2	0	84	11	0	0
Cleveland, F. & V.	51	21	14	10	6	27	17	7	0
Detroit, F. & V.	75	8	21	44	2	2	15	58	0
Fond du Lac, Dairy	36	19	10	4	3	11	19	6	0
Grand Rapids, F. & V.	22	19	3	0	0	20	2	0	0
Kansas City, F. & V.	49	8	24	13	4	13	32	4	0
Kansas City, L. S.	70	29	28	11	2	43	25	2	0
Los Angeles, F. & V.	56	8	24	21	3	35	18	3	0
Minneapolis, Dairy	71	20	28	22	1	39	25	7	0
New York, F. & V.	80	35	25	16	4	40	35	5	0
Live Stock	75	29	36	7	3	35	30	10	0
Dairy	73	32	30	10	1	35	30	5	3
Omaha, L. S.	98	20	32	39	7	35	40	21	2
Philadelphia, F. & V.	70	46	18	3	3	40	25	5	0
Live Stock	60	35	20	4	1	39	21	0	0
Dairy	58	28	20	8	2	42	14	1	1
Pittsburgh, F. & V.	50	32	10	6	2	25	17	6	2
St. Louis, F. & V.	29	16	10	3	0	17	10	2	0
St. Louis, L. S.	40	20	18	2	0	25	10	4	1
St. Paul, L. S.	109	45	35	25	4	48	39	22	0
San Francisco, F. & V.	30	20	8	2	0	25	5	0	0
Washington, F. & V.	90	80	8	2	0	85	5	0	0
Washington, Dairy	70	50	15	5	0	60	10	0	0
TOTAL	1818	814	593	349	62	1009	606	194	9
PERCENTAGE	100%	44.7%	32.6%	19.1%	3.5%	55.5%	33.4%	10.6%	.5%

12. PERSONNEL NOTES

ADDITIONS

Olnton D. Miller was appointed Scientific Assistant in Marketing, effective April 1, 1920, for assignment to duty in connection with the Market News Service on Fruits and Vegetables. Mr. Miller was recently manager of one of the cooperative association stores maintained in this city.

Gilbert Ray Warren was appointed Food Products Inspector, effective March 15, 1920, for assignment to market inspection duties, with headquarters at New York City. Mr. Warren is a graduate from the Michigan Agricultural College and served the Bureau as Assistant in Fruit and Vegetable Transportation and Storage from February 16 to March 7, 1918.

Edward Henry Riley was appointed Extension Agent in Marketing, effective April 1, 1920. He will assist in the cooperative marketing work being carried on by the Bureau in Montana. Mr. Wiley has had extensive experience in live stock and agricultural work, both with the State of Montana and the Bureau of Animal Industry of the Department, besides a brief period of employment with the Bureau, in the fall of 1919.

Harris R. Hungerford was appointed Assistant in Marketing Grain, effective April 16, 1920, for service at the Chicago Grain office. Mr. Hungerford previously served the Bureau, resigning to enter the military service.

Arthur W. Palmer was appointed Specialist in Cotton Marketing, effective March 16, 1920, for service at the New Orleans branch office of the Cotton Division.

Walter K. Makemson has been appointed as Food Products Inspector, by transfer from the Bureau of Chemistry, in which he has been serving as Microanalyst since September 17, 1917. He entered upon his new duties at the New York office of the Food Products Inspection Service, March 16, 1920.

Joseph M. Byrnes was appointed Specialist in Cotton Marketing, effective March 16, 1920, for assignment to cotton work in cooperation with the State Extension Service. Mr. Byrnes has had approximately sixteen years' experience in the cotton business.

The appointment of Samuel P. Fears as Grain Supervisor has been consummated, effective April 1, 1920. He will be assigned to the St. Louis branch office of the Grain Division. Since June, 1911 (with the exception of seven months in the military service) he has been in the employ of the Missouri Grain Inspection Department in the capacity of grain sampler and inspector.

SEPARATIONS

Stephen W. Doty, Live Stock Market Supervisor in charge of the Chicago office of the Live Stock and Meats Division, resigned April 5, 1920, to accept a position with the publicity department of Clay, Robinson & Company.

George E. Engels, Assistant in Market Surveys, who has been in charge of the Buffalo office of the Fruit and Vegetable Division, resigned April 6, 1920, to accept a position as manager of the Cooperative Growers' Association of Beverly, New Jersey.

William R. Sibley, who had charge of the Foreign Marketing Investigations, resigned March 29, 1920, to accept a position as General Agent of the Erie Railroad at Minneapolis, Minnesota.

Arthur G. Bevay, Assistant in Marketing Live Stock and Meats left the service March 15, to accept a position as County Agent of Saginaw County, Michigan. Mr. Bevay was in charge of the extension work carried on by the Live Stock and Meats Division in cooperation with the various states.

Harold P. Morgan, Assistant in Marketing Live Stock and Meats, who has been assisting in the administrative work of Live Stock and Meats Division, resigned March 31, 1920.

Fred W. Knight, who had charge of the New Orleans office of the Cotton Division, resigned, effective March 2, 1920, to become Inspector in Chief of the New Orleans Cotton Exchange.

William O. Ellis, who has been in charge of the branch office of the Live Stock and Meats Division at National Stock Yards, Illinois, resigned, effective February 29, 1920, to accept a position with the Chicago Daily Drover's Journal.

Lewis Christain Bailey resigned from the position of Live Stock Market Supervisor, effective February 29, 1920. Mr. Bailey had charge of the Indianapolis office of the Live Stock and Meats Division.

John J. Ahearn, Assistant in Market Surveys, in charge of the New York office of the Fruit and Vegetable Division, resigned March 1, 1920, to accept a position as Office Manager with a commercial concern.

Aubrey L. Williams, Food Products Inspector, resigned effective February 16, 1920, to accept commercial employment. Mr. Williams was assigned to the Philadelphia office of the Fruit and Vegetable Division.

Ralph H. Brown, Grain Supervisor, resigned, effective February 29, 1920. Mr. Brown was assigned to the Washington office of the Federal Grain Supervision Service.

Paul W. Barnes, Assistant in Marketing Fruits & Vegetables, assigned to the Columbus, Ohio office of the Fruit & Vegetable Division, resigned effective March 10, 1920 to accept a position with A. H. Sanford and Company, commission brokers.

Wayland L. Beers, Field Agent in Marketing, has resigned effective March 31, 1920 to accept a position as President of the Montana Grain Growers' Association. Mr. Beers was engaged in the Cooperative Marketing work in Montana.

George R. ...

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF MARKETS

WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, NO. 19

June 1, 1920.

1. HANDBOOK OF BUREAU OPERATING REGULATIONS

There is now being completed a Bureau handbook of operating regulations which will be issued and distributed in the very near future. The handbook will contain all of the existing regulations of the Bureau which have appeared in Bureau, Field Station and Branch Office Memoranda and Information Circulars up to the present time. It will be bound in loose form in two volumes and will be kept up to date by the issuance of inserts from time to time.

2. METHOD OF HANDLING DISCREPANCIES IN BUREAU INVENTORIES

During the current fiscal year the work of handling inventory records and safeguarding property will be placed upon a safe and efficient basis and when the entire Bureau list has been satisfactorily checked the standards of property accountability will be kept at a very high level. However, it is realized that in a bureau-wide checking of inventorial property, such as is now being conducted it will be found that some property has disappeared unaccountably and that the individual responsible cannot be located, or in many cases where he is located the responsibility will fall upon persons now out of the service. Further, in the case of items dating back for some time, the accuracy of unchecked paper records cannot be assured. These facts have been taken into consideration in determining the policy of the Bureau in handling cases of this kind. Until the present process of checking all of the inventorial property of the Bureau is completed, in all instances where the property actually on hand does not check exactly with the paper records, it is felt that the records should be adjusted in accordance with the actual facts. When this involves the dropping of inventorial articles from our paper records the responsibility of the individual charged with the custody of the property will be determined upon the basis of the facts presented. Where the date or period of the loss cannot be determined nor the identity of the individual who was in charge when the loss occurred, it will be the policy of the Bureau without exception to relieve the employe who bears the current nominal responsibility. When the present checking of the

entire inventorial property has been completed, the records brought down to date, and the individual responsibility for each piece of inventorial property definitely fixed, the Bureau policy thereafter will be to hold the actual custodian in every instance to the strictest accountability.

3. REGISTERING TRANSPORTATION REQUESTS

The Office of Inspection of the Department calls attention to the fact that a number of transportation requests mailed by Bureaus of the Department in Washington have been lost in the mails. In order to safeguard such requests, to protect the issuing officer from possible loss and to enable the Office of Inspection to trace, it is directed that whenever transportation requests are mailed to employees in the field, they be registered.

4. SAFEGUARDING PERSONNEL FOLDERS AND OTHER CONFIDENTIAL RECORDS

Recently considerable publicity seems to have been given the contents of one or more personnel folders. It is essential that material contained in these folders be treated in absolute confidence. Such folders should not be thrown into the general circulating mail or trusted to anyone who comes along, but always should be called for and returned by special messenger. Unless greater care is taken in the transmission and custody of these folders it will be necessary to restrict their delivery to a written order and receipt.

5. BUREAU TELEPHONE DIRECTORY

There is being prepared a new edition of the Bureau telephone and building directory, covering the offices and personnel in Washington. This directory will be issued as soon as the telephone changes now being made are completed.

6. PROTECTIVE SHEETS NEED NOT BE ATTACHED TO TYPEWRITTEN LETTERS

Because of the shortage of paper and the inconvenience incidental to signing mail when a protective sheet is attached, it is no longer desired that a thin sheet of paper be clipped to letters for the signature of the Secretary or Chief of Bureau. In the handling of outgoing letters it will be necessary to exercise greater care to avoid soiling.

7. HOW TO CHARGE ARTICLES THAT ARE LOST IN TRANSIT

When supplies are sent from Washington to the field and consigned to transportation companies or to the mails, the cost is charged against the point of destination. There have been instances where supplies have been lost in transit, and in handling BM-39 the branch offices have failed to indicate this fact on the form. This eliminates the cost record and involves following up by the branch office to the Washington office. Usually the cost is small as most of the losses are from such as are placed in the mails, and the question as to whether the field station or the Washington office should bear the cost is not material. In order, therefore, to have uniformity in procedure it is desired that the cost of supplies as set forth in the invoices from Washington be considered a permanent record, after they have been duly consigned to the mails. In other words, when supplies are properly delivered to transportation concerns they become to all intents and purposes the property of the office of destination.

8. OPENING OF MAIL IN BRANCH OFFICES

The regulations regarding the opening of mail in branch offices are hereby modified in that it will not be necessary for one person to open, examine and refer all incoming mail, except that received under frank addressed to a representative of the office who is absent.

9. USE OF SMALL ENVELOPES FOR MAILING SINGLE PAGE REPORTS

The Division of Publications calls attention to the fact that we are using 4-1/8 x 9 1/2 inch manila envelopes for the mailing of small pamphlets and single page reports, and suggests the use of the 3 1/2 x 6 envelope. There is a saving of 60 cents per thousand at the present time by the use of the small envelope. When orders are drawn on the addressing and duplicating section for addressing work in cases where the material consists of a single sheet the order should specify the use of the 3 1/2 x 6 envelope.

10. THE MARKET REPORTER

From information received it appears that some of the branch offices know very little regarding the purpose and scope of The Market Reporter. As this is the official marketing periodical for the Department it is expected that all those in charge of branch offices or engaged in marketing investigations or market reporting in the Bureau either in Washington or the field will familiarize themselves with its contents regularly.

It is no longer necessary for field offices to send to Washington the envelopes in which The Market Reporter is received.

11. PERSONNEL NOTESADDITIONS

John B. Alvarado was appointed Investigator in Marketing Fruits and Vegetables, effective April 10, 1920, for assignment to the New York office of the Fruit and Vegetable Division. He will serve in connection with the Market News branch of that division. Mr. Alvarado graduated from a military academy and attended the College of Mines, Stanford University, and the College of Agriculture, University of California. He has had extensive experience in agricultural work, managing various estates in the United States and inspecting agricultural lands in this country and Europe. From 1916 to 1918 he was employed as Agricultural Advisor at Pontchartrain Grove, Louisiana. For some time past, he has been managing orchard properties of his own.

Miss Marjorie L. Franklin was appointed Scientific Assistant in Marketing, effective June 1st, 1920. She will assist in locating and developing material to be published in "The Market Reporter," and in general planning for successive numbers of this publication. Miss Franklin received a B. A. degree from Columbia University in 1913, Fellowship in Economics at Bryn Mawr College in 1915, and M. A. degree from Columbia University in 1916. During 1916 and 1917 she acted as Tariff Assistant in the United States Bureau of Foreign and Domestic Commerce, and from 1917 to date has been Instructor in Political Science at Vassar, and of Economics and Politics at Bryn Mawr. At the close of the present term, she will assume her duties in the Bureau.

J. Harold Hoover has been reinstated as Food Products Inspector, effective April 1, 1920. Mr. Hoover now is in charge of the Food Products Inspection Service at St. Louis. He was previously employed as Assistant in Marketing Fruits and Vegetables in the Bureau from December 12, 1917 to January 17, 1920, and has also had commercial experience in cold storage and ice manufacturing plants and in the employ of a large produce commission firm.

SEPARATIONS

Vernon Hayes Davis, Field Agent in Marketing, resigned effective March 20, 1920, to accept a position as manager of a large orchard project in Ohio. Mr. Davis was in charge of our cooperative marketing activities in Ohio.

Fred W. Hofmann, Field Agent in Marketing, resigned effective March 24, 1920, to accept a position with the Greater Terre Haute Club, Terre Haute, Indiana, as Director of Marketing and Horticulture. Mr. Hofmann, who was engaged in cooperative marketing work in South Carolina, had not been actively employed in our service since June, 1918, as he was on duty with the Marine Corps.

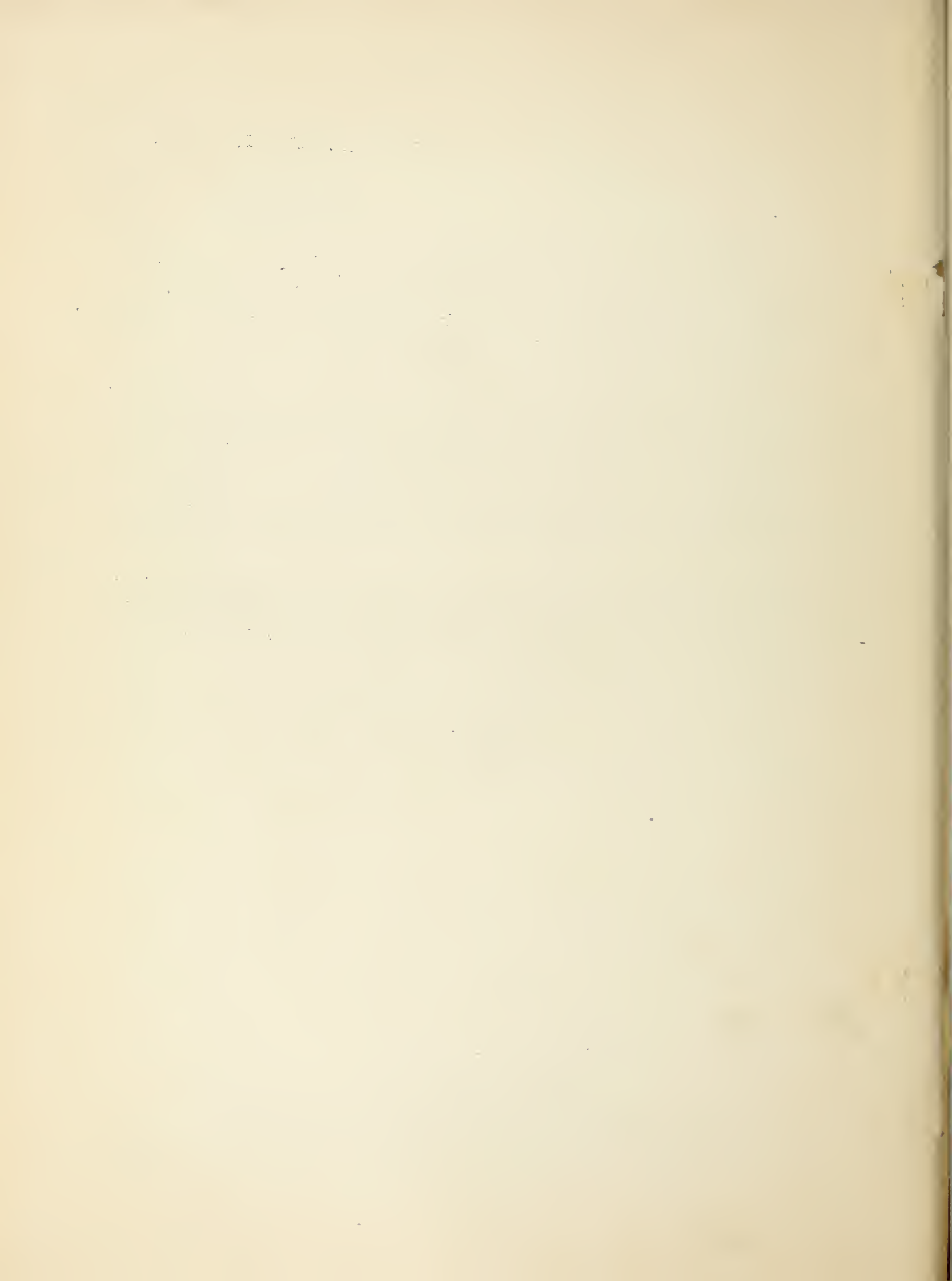
William C. Neal, Specialist in Cotton Classing, who had charge of the New York office of the Cotton Division, resigned effective April 10, 1920, to accept a position as Cotton Expert with Robertson and Company, a large cotton firm of New York.

Alfred F. Grohne, who has been serving as Grain Sampler at Minneapolis, resigned effective March 13, 1920, to accept a position with a film corporation.

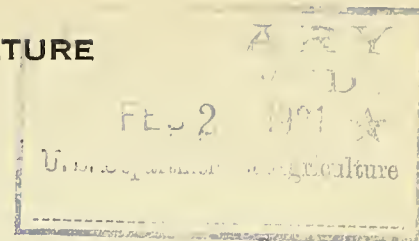
Gustav P. Warber, who has been engaged in investigational and research work in the Dairy Marketing project, has resigned effective April 30, 1920, to accept a position with the Federal Board of Farm Organization.

George Livingston

Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, No. 20.

June 26, 1920.

Amendments to Hotel Directory.

CALIFORNIA

SAN FRANCISCO

Alexander: Geary Street, next to the St. Francis. Regular rate, room with private bath \$1.50. Bureau of Markets representatives can obtain clergy rates.

COLORADO

DENVER

Auditorium: Fourteenth and Stout Streets. \$1.25 to \$3.00 - European plan. This is the newest of Denver's downtown hotels.

Kenmark: Minimum rates: room without bath, \$1.00; with bath, \$1.50.

ILLINOIS

CHICAGO

Atlantic: Quotes the following rates to Bureau of Markets representatives: Room with bath, \$3.00-\$3.50-\$4.00; without bath \$2.00-\$2.50-\$3.00.

Drexel Arms: Quotes Government representatives rate of \$2.00 per day.

Lexington: Michigan Boulevard at 22d Street. Quotes a special rate of \$1.50 per day for room without bath to Government representatives if notified in advance. (3/10/20.)

Plaza: North Avenue & North Clark Street. Rooms with bath, \$2.00 to \$4.50 per day.

Windsor-Clifton: Monroe Street & Wabash Avenue. Rates: without bath, \$1.50 to \$2.50; with bath, \$3.00 to \$5.00. European plan.

PEORIA

Seneca: Quotes Department of Agriculture representatives rates of \$1.75 to \$2.75 for room with bath.

INDIANA

INDIANAPOLIS

Linden: Rates: without bath, \$1.00-\$1.50-\$2.00; with bath \$2.50-\$3.00.

IOWA

DES MOINES

Randolph: Fourth & Court Avenue. Rates \$1.25 to \$3.00 - European plan.

KENTUCKY

LOUISVILLE

Louisville and Old Ivy Hotel: \$1.50 up; European plan.

LOUISIANA

NEW ORLEANS

Planters: No rates given, but manager states he will make a reduction of fifty cents per day in the current rate for traveling representatives of the Department of Agriculture.

MICHIGAN

DETROIT

Lincoln: Rates: \$1.50 up; outside rooms \$2.00 up. Difficult to obtain rooms.

Normandie: Rate: \$1.50 per day up.

MISSOURI

ST. LOUIS

American and Annex: Market Street, between 6th and 7th. Rates: \$2.00-\$3.50; all rooms with bath; hard to obtain rooms at \$2.00 rate. Equipment excellent; service good. Highly recommended by a representative of the Bureau of Markets. (4/9/20.)

ST. JOSEPH

Metropole: Bureau of Markets representatives can obtain rate of \$1.25 for room without bath; \$2.00 with bath.

KANSAS CITY

Rasbach: Quotes rate of \$1.50 per day for Government representatives.

ST. LOUIS

Warwick: 15th & Locust Streets. Rooms with bath, \$2.00-\$2.50.

NEW YORK

BUFFALO

Brozel: Rates: \$1.50 for court rooms; \$2.00 for outside rooms; \$3.00 for rooms with bath. These are commercial rates and should be asked for by Bureau of Markets representatives.

Cheltenham: Franklin Street corner Chippewa. Upon application Government representatives will be allowed theatrical rates, which are: American plan, without private bath, \$3.00 up; with private bath, \$3.50 up; European plan, \$1.50 up.

ROCHESTER

Eggleston: 163-165 East Main Street. Quotes rate of \$1.50 per day without bath; \$2.00 per day with private bath.

OHIO

TOLEDO

Navarre: Rates: without bath, \$1.25-\$1.75 per day; with bath, \$1.75-\$2.00.

Madison: Minimum rates: without bath, \$1.25; with bath, \$3.00.

Monticello: Rates: without bath, \$1.50; with bath, \$2.00.

CINCINNATI

Metropole: Walnut Street, between 6th and 7th. Rooms without bath, \$1.75 up; with bath, \$2.00 up. Furniture good; service fair. (4/17/20)

CLEVELAND

Colonial: Rate: \$2.00 per day up.

COLUMBUS

Columbus: A well-lighted, well-ventilated, comfortable outside room with bath can be secured for \$2.00. Interior finish, equipment, and fixtures cheap, and service mediocre. (4/22/20)

Jefferson: Rates: \$1.25 to \$3.00. Recently remodeled.

OKLAHOMA

OKLAHOMA CITY

Kinkade: 17-19 West Grade Avenue. Rooms without bath, \$1.25-\$1.50; with bath, \$2.00-\$2.50; equipment good; service good. Recommended by local representative of Bureau of Markets. (5/10/20)

OREGON

PORTLAND

Multnomah: Pine & 3d Streets. Manager names a rate of \$2.00 per day without bath; \$3.00 per day with bath.

Washington: Washington & Twelfth Streets. Offers Bureau of Markets representatives the clergy rates, as follows: \$1.50 for \$1.00; \$2.00 for \$1.50.

PENNSYLVANIA

PHILADELPHIA

Reading: Twelfth & Market Streets. Rates \$2.00 up.

PITTSBURGH

Fort Pitt: Minimum rates: without bath, \$3.00; with bath, \$3.50 up.

Monongahela: Minimum rate of \$1.50 per day for traveling representatives of the Bureau of Markets.

TEXAS

DALLAS

Jefferson: Lowest rates \$1.50 without bath; \$2.50 with bath.

FORT WORTH

Terminal: Bureau of Markets representatives can obtain rate of \$2.00 per day for room with bath by making themselves known at time of registering.

GALVESTON

Tremont: Rates: rooms without bath, \$1.00-\$1.50; with bath, \$2.50. Equipment old-fashioned, but good, service fair. (2/24/20)

HOUSTON

Bender: Rates: without bath, \$1.50 up; with bath, \$2.50 up.

Cotton: All outside rooms, with tiled bath, at \$2.00. Equipment good, modern; service excellent. Reported by a representative of the Bureau of Markets as being one of the most satisfactory he has ever seen for the needs of traveling representatives of this Bureau. (2/25/20)

WASHINGTON

SEATTLE

Barker: Offers minimum rate of \$1.50 per day to Bureau of Markets representatives. Give advance notice before arrival.

YAKIMA

Donnelly: Lowest rate \$1.50 per day. For description see Information Circular Vol. 2, No. 11.

SEATTLE

Lincoln: Rates: rooms with detached bath, \$1.00 to \$2.00; with private bath, \$1.50 to \$3.00.

Pennington: Offers minimum rates of \$1.25 and \$1.50 per day, with detached bath. For description see Information Circular Vol. 2, No. 11.

Savoy: Quotes rates to Bureau of Markets representatives of \$2.00 per day without bath, and \$2.50 per day with bath. For description see Information Circular Vol. 2, No. 11.

St. Regis: Room without bath, \$1.50-\$2.00; with bath, \$2.50-\$3.00. All outside rooms.

TACOMA

Olympus: Ninth & Pacific Avenue. For description and regular rates see Information Circular Vol. 2, No. 11. This hotel has a commercial rate which the manager advises will be given to Government employes upon application.

YAKIMA

Savoy: Quotes a rate for Bureau of Markets representatives of \$1.00 per day for a good comfortable outside room.

WISCONSIN

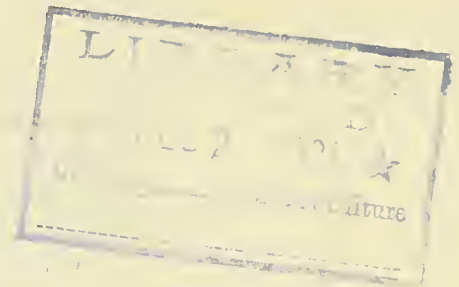
MILWAUKEE

Republican House: Rates: without bath, \$1.50; with bath, \$2.50. Good cafeterial in hotel.

George Livingston

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



INFORMATION CIRCULAR VOL. II, NO. 21

June 30, 1920

1. NEW ASSISTANT SECRETARY OF AGRICULTURE

The Office of Information of the Department has released the following news item:

Washington, D. C., June 21, 1920

"Elmer D. Ball, of the Iowa Agricultural College, has been appointed Assistant Secretary of Agriculture. Mr. Ball entered upon the discharge of his duties today.

"The new assistant secretary combines the qualities of an agricultural scientist and a practical farmer. Born at Athens, Vermont, 50 years ago, he went with his parents to Iowa when a small boy, and was brought up on a farm in that State. He owns and operates a farm in Utah.

"Since his graduation from the Iowa Agricultural College, Mr. Ball has been a teacher in agricultural colleges and an investigator of scientific and agricultural problems. For three years after graduation, he was research assistant at the Iowa Experiment Station. In 1898, he became associate professor at the Colorado Agricultural College and remained there for four years. From 1902 to 1907 he was a member of the faculty of the Utah Agricultural College. At the end of that period he took leave of absence and went to the University of Ohio for graduate work, receiving the degree of Ph. D. He then returned to Utah Agricultural College to accept the position of Dean of the college and director of the experiment station. He remained in that position until 1916, when he became State entomologist of Wisconsin. Two years later he returned to his Alma Mater as a member of the faculty and of the experiment station staff, from which position he was called to Washington to become Assistant Secretary of Agriculture.

"He is a Fellow of the American Association for the Advancement of Science, and of the Entomological Society of America, ex-president of the American Association of Economic Entomologists, and now of the American Genetic Association, and various other scientific societies.

" 'The Department of Agriculture and the agricultural interests generally are particularly fortunate', said Secretary Meredith, 'in securing the services of a man who has such a wide knowledge of the agriculture of the country, and who is so intimately familiar with the problems that the farmers have to solve.' "

2. CHANGE IN BRANCH OF OPERATION.

Mr. L. C. O'Brien who has been Mr. Bailey's assistant, has been appointed Private Secretary to Dr. Ball, the new Assistant Secretary of the Department. Mr. O'Brien's permanent successor has not yet been selected. Mr. Snow, Chief Clerk is acting in charge during the absence of Mr. Bailey in the field.

3. NECESSITY FOR ECONOMY FOR NEW FISCAL YEAR.

In the appropriation for the Bureau of Markets for the fiscal year 1921 there is a decrease of \$272,656. the total for the current year being \$2,811,365, and for the ensuing year \$2,538,709. Besides this decrease, the unexpended balances remaining on the continuing appropriations for the enforcement of the cotton futures Act, the enforcement of the grain standards Act, and the administration of the United States warehouse Act have been practically exhausted, and of the \$100,000 now available from the wheat price guaranty Act, a revolving fund of \$30,000 only remains to be used by the Bureau during 1921.

Plans for the work of the Bureau contemplate the carrying on of practically all lines of work which have been conducted during the current year. Although curtailments will necessarily have to be made in many places, it is desired to continue the important lines of work with the least possible loss in service to the public.

The cost of printing, as well as the cost of sundry supplies, furniture, mimeograph paper, photographic material, etc., have all greatly increased. In order that the Bureau may perform the work which it is undertaking, it will be necessary that strict economy be practiced. Employees are urged to avoid waste in any form, and heads of divisions and sections are asked to carefully scrutinize all expenditures in order that the funds available may be used to the greatest advantage.

4. REDUCTION IN FORCE.

It is gratifying to note that although the appropriation for the fiscal year 1921 has been reduced, no general reduction in force, either technical or clerical, will be necessary. In the greater number of instances we have been able to properly place those employes who were serving in activities which have been discontinued or where a partial curtailment of the work has been made necessary, thus reducing the personnel by not reappointing to fill the vacancies caused by separations from the service.

However, with the limited funds available for the conduct of the work during the coming fiscal year, it will be necessary to exercise the greatest care in the expenditure thereof, particularly in the creation of new positions. No new clerical positions will be approved without a definite written statement from the division or project leader clearly defining the necessity therefor. In replacing the employes in the technical or clerical grades, it is suggested that every effort be made to fill the positions at the lowest consistent salary, giving the new employes the less responsible assignments and employes already in the organization and well trained in the work the more responsible duties, thus affording reasonable recognition in line with the nature of their duties and the quality of their services. Careful consideration of these problems and continued cooperation is earnestly requested.

5. HANDLING OF FORM 5 VOUCHERS AND EXPENSE ACCOUNTS.

A number of complaints have been made by field men regarding unsatisfactory handling at Washington of Form 5 vouchers and expense accounts. A conference of project head clerks and others was held in the Washington office some time ago, in an endeavor to determine whether any action could be taken which would insure a more sympathetic handling of claims for purchases and reimbursement of traveling expenses. The necessity of eliminating the return of vouchers to the field for correction etc., more than once was emphasized. It appears that the most difficulty is experienced in the case of Form 5 (purchase) vouchers. The consensus of opinion at the conference was that the main cause of difficulty is the failure of the field representatives to become acquainted with and observe the requirements of the Fiscal Regulations and that if the explanations contained in letters of the Accounting Officer returning vouchers or expense accounts were carefully borne in mind future delays might be eliminated. The necessity for field employes becoming familiar with the Fiscal, Administrative and Property Regulations cannot be too strongly emphasized.

When explanations are received in the Bureau, they are examined for the purpose of seeing that they are consistent; that is, whether the facts justify the findings. The cut-and-dried statement alleging that articles are needed for immediate use is sometimes submitted as an explanation for the lack of competition. In cases where worn-out furniture is to be replaced, or where a thousand reams of paper or a rug are to be purchased, the requisition is returned to the project and attention called to the above mentioned inconsistency. It certainly cannot be successfully contended that there is a real exigency in such cases. The furniture did not wear out suddenly, the rug is not an absolute necessity, and only a part of the paper could be needed for immediate use.

6. EXCHANGE OF AUTOMOBILE PARTS.

The Agricultural Appropriation Act for the fiscal year beginning July 1, 1920, approved May 31, 1920, contains the following new legislation:

"That hereafter the Secretary of Agriculture may exchange used parts, accessories, tires, or equipment of motor-propelled and horse-drawn vehicles in part payment for new parts, accessories, tires, or equipment of such vehicles authorized to be purchased by him, to be used for the same purposes as those proposed to be exchanged."

The above provision became effective immediately upon approval of the Appropriation Act and will permit the various offices of the Bureau to trade in automobile parts, accessories, tires, etc., in exchange for new parts. Under the provisions of the Appropriation Act for the fiscal year 1918, motor-propelled or horse-drawn passenger-carrying vehicles may be exchanged for new motor-propelled or horse-drawn passenger-carrying vehicles to be used for the same purpose, but this provision does not extend to motor trucks, but under the above quoted provision parts, accessories, etc. of both motor trucks and passenger-carrying vehicles may be exchanged. No formal procedure will be required in this connection and where field offices purchase new parts and at the same time can turn in parts for which the dealer will allow credit, this arrangement may be made. The provision would not permit the sale of parts to one person and the application of the funds received in the sale to be made on the payment for parts purchased from another person. When an expenditure is made, a Form 5 voucher payable under the station letter of authorization, should state the price of the new part and the credit allowed for the part given in exchange, the amount of the voucher to call for the payment of the difference. When the gross expenditure exceeds \$50 or in other words when the cost of the new part before credit is taken exceeds \$50, bids must be secured as has heretofore been required in connection with such purchases.

Some of the automobile trucks are now badly worn and it would be in the interest of economy to exchange these cars in part payment for new ones. The law, however, does not permit this and the above provision for exchange of parts constitutes the only exchange authority open to the Department. Interpretation of the provision would permit exchange of practically any part of automobile and would undoubtedly include exchange of body, engine or other parts.

However, the provision as to the exchange of passenger vehicles is not of benefit to the Department for the fiscal year ending June 30, 1921, as Congress did not provide the funds for this purpose. In concurring net expenses for the maintenance, repair and upkeep of passenger-carrying vehicles, that is, the actual money disbursed, employees must keep within the allotment made for this purpose.

7. REMOVAL OF NAME FROM BRANCH OFFICE MAILING LIST

Branch offices issuing daily market reports should remove from their mailing lists the name of R. V. Bailey, Bureau of Markets, U. S. Department of Agriculture, Washington, D. C., as the purpose for which these were required has been served.

8. BUREAU DINNER

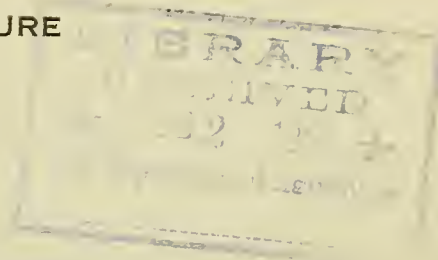
On June 2 the employees of the Bureau of Markets in Washington gave a dinner at the Red Cross Cafeteria, about 250 members and their friends being present. The guests of honor were Secretary and Mrs. Meredith and Mr. and Mrs. Harrison. An inspiring address was delivered by Mr. Meredith, and the entertainment and dance which followed were a great success. It is expected that the dinner will be an annual feature.

George Livingston

Chief of Bureau.

THE UNIVERSITY OF CHICAGO

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.



August 25, 1920.

INDEX TO INFORMATION CIRCULARS, VOL. II, NUMBERS 1 to 21, INCLUSIVE.

There is attached hereto an index, by subjects, to Information Circulars, Vol. II, Nos. 1 to 21, inclusive. At the close of this fiscal year an index covering Vol. III will be issued.

Chester Merrill

Acting Chief of Bureau.

I N D E X

INFORMATION CIRCULAR, VOL. II, NOS. 1 TO 21, ISSUED DURING

THE FISCAL YEAR 1920.

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